

Minutes - QEP Steering Committee
Stern Center 201

December 15, 2015, 11:00 am

Attendees:

Josh Bloodworth - Graduate Student
Divya Bhati - Institutional Effectiveness and Strategic Planning
Burton Callicott - Addlestone Library
Aaron Holly - Graduate Student
Kevin Keenan - School of Humanities and Social Sciences
Robert Mignone - School of Sciences and Mathematics
Mindy Miley - Academic Experience
Sam Jones - Business Affairs
Susan Payment - Student Affairs
Karin Roof - Institutional Effectiveness and Strategic Planning (co-chair)
Monica Scott - Business Affairs

1. Introductions
2. General Update
 - a. The leadership team has chosen Sustainability to be the topic of CofC's next QEP.
 - b. QEP webpage has been created and is available on the OIEP Reaffirmation site.
 - c. 5 QEP Sub-committees were set-up and chaired.
3. Update on sub-committees
 - a. Research, Literature Review, Best Practices, and Writing - Burton Callicott
 - i. Committee has met twice. 1st meeting was held to go over purpose of sub-committee. 2nd meeting was a more detailed explanation of expectations and brainstorming.
 - ii. Established the importance of timelines and being efficient.
 - iii. The group received information from the co-curricular committee.
 - iv. The group discussed how they were going to work with other sub-committees.

- v. Talks centered on the HUB idea and establishing connections and information related to the centers/institutions on campus, as they involve themes related to the sustainability proposal.
 - 1. What would the QEP's role be with centers?
 - 2. How many students are involved?
 - 3. What types of projects?
- vi. Homework: Make connections with centers/institutions.
- vii. The group also discussed the possibility to create a pool of faculty to work for the QEP transdisciplinary HUB.
- viii. Suggestion: Think of the departments as centers for academic knowledge.

b. Curricular and Co-curricular - Bob Mignone and Jeri Cabot

- i. Committee has met twice. 1st meeting was related to organization. 2nd meeting Brian Fisher gave an overview of sustainability and set a deadline (mid-April) to have information for the QEP committee.
- ii. The group will meet bi-weekly.
- iii. The group has created a grid worksheet breaking down the QEP goals and strategies of those goals. Their goal is to work through the goals one-by-one and establish a plan of how to structure and implement QEP goals.
- iv. The group is going to be sensitive to the matters of cost and the approval process.
- v. The group has discussed the HUB and how it will be both a coordinating mechanism and an information dissemination mechanism.
- vi. As of now, the group has given little thought to ideas related to creating new courses or program, however, may consider growth of the environmental studies minor into a major.
- vii. Several ideas have been generated.
 - 1. Use of convocation as a way to increase awareness among incoming students.
 - 2. Working with FYE to have course infusion with sustainability.

3. Having general education course infused with sustainability.
4. Problem of the Year.

c. Assessment - Karin Roof

- i. Committee has met once.
- ii. The group will work with other committee's ideas once they are created.
- iii. The group will use institutional items, such as NSSE (we have added the sustainability module for this administration)

d. Budget Advisory - Sam Jones

- i. Committee has met once.
- ii. Waiting to get ideas from other committees to determine financial feasibility.

e. Student Advisory - Aaron Holly

- i. Committee has met twice. 1st meeting Karin went over accreditation and QEP to increase student understanding. 2nd meeting Dr. Fisher did a walk-through of the QEP topic.
- ii. Group has been tasked with generating ideas and gathering feedback on QEP proposal.
 1. Started Google Doc for brainstorming ideas.
- iii. Discussion of how to integrate the student committee into the other committees (possibly attending other meetings)

4. Update on process and timeline

- a. Goal to have 1st draft of QEP by the end of the Spring semester.

5. Network drive

- a. [\\pitt\data2](#)

- b. QEP Sub-Committees folder
6. QEP survey and student focus group
- a. OIEP conducted a QEP survey to faculty and student focus sessions.
 - i. Those results are in and being coded and tabulated.
 - ii. They provide a decent amount of helpful advice for the QEP proposal.
7. External Evaluator
- a. An external evaluator will be selected to review the QEP once draft is made (best practice).
8. Lasting Comments
- a. The QEP committee should make continual presentations to the Faculty Senate to keep them in the loop.
 - b. Several members CofC attended the SACSCOC Conference. The group was able to gain great information on how to improve the QEP.
 - i. Create a detailed five-year timeline.
 - ii. Create an evidence tracking sheet
 - iii. Develop a thesis statement to guide QEP.
 - c. It is critical to have active involvement between the sub-committees.
 - d. The research sub-committee will likely provide nominations of external QEP evaluator.