

Minutes - QEP Steering Committee
Randolph Hall, President's Board Room
April 9, 2015, 9:00am

Attendees:

Karin Roof – Institutional Effectiveness and Strategic Planning (co-chair)
Lynn Cherry – School of Humanities and Social Sciences (co-chair)
Zipora Ancrum – Institutional Effectiveness and Strategic Planning (taking minutes)
Mark Berry – Marketing and Communications
Jill Caldwell – Student Affairs (attending on behalf of Susan Payment)
Burton Callicott – Addlestone Library
Cara Dombroski – Institutional Effectiveness and Strategic Planning
Kevin Keenan – School of Humanities and Social Sciences (participating by telephone)
Robert Mignone – School of Sciences and Mathematics
Mindy Miley – Academic Experience
Rene Mueller – School of Business
Ashleigh Parr – Institutional Effectiveness and Strategic Planning
Monica Scott – Business Affairs
Zach Sturman – Student Government Association
Antonio Tillis – School of Languages, Cultures and World Affairs (participating by telephone)

1. Scope of committee

- In addition to the expertise committee members bring from their individual positions at the College, members also serve as representatives of their respective areas.
- The Committee is to provide recommendations for the next Quality Enhancement Plan (QEP) topic.
 - A rubric will be used to target strengths and weaknesses of submitted QEP proposals.
 - A final report summarizing the strengths and weaknesses and the recommendations of the Committee will be submitted to the reaffirmation leadership team.
 - The leadership team will use the Committee's recommendations to make a final selection of the topic.
 - At that point, the Committee and the campus community will work together to refine the topic/scope and develop student learning outcomes.
 - Working groups will be determined based on the topic (i.e.; assessment, research, budget).
 - The Committee will review selected sections of the QEP as it is drafted.

2. Overview of reaffirmation

- CofC reaffirmation leadership team consists of President Glenn McConnell, Interim Provost/SACSCOC Liaison Brian McGee, Chief Financial Officer Stephen Osborne, Faculty Member Todd McNerney, Senior Executive Administrator Debra Hammond.
- Key reaffirmation dates are: Compliance Certification Report (September 12, 2016), QEP (six weeks prior to on-site visit), on-site visit (three day visit in the Spring of 2017).
- For more information on reaffirmation, see the OIEP website:
 - [Reaffirmation of Accreditation 2017 Website.](#)
 - [SACSCOC Handbook and Accreditation Guides.](#)

3. Overview of QEP (CR 2.12, CS 3.3.2)

- The QEP addresses a well-defined and focused topic or issue related to enhancing student learning and/or the environment supporting student learning and accomplishing the mission of the College.
- Core Requirement (CR) 2.12 requires an institution to develop a plan for increasing the effectiveness of some aspect of its educational program related to student learning and/or the environment supporting student learning and must also be aligned to the mission of the institution.
- CR 2.12 important questions to answer: How does the QEP support the mission of the institution?; What assessment data were used for the selection of the topic?
- Comprehensive Standard (CS) 3.3.2 mandates that the institution demonstrate institutional capability for completion of the QEP, involve institutional constituencies in both planning and implementation of the QEP, and establish goals and an assessment plan.
- CS 3.3.2 important questions to answer: What resources (personnel, financial, physical, academic, etc.) are necessary for the successful implementation of the QEP?; What are the evaluation strategies identified by the institution that will determine the success of the institution's QEP?; How will the evaluation findings be used to improve student learning?
- The QEP should be clear, succinct, ready for implementation, and may not exceed 100 pages.
- Narratives in the Compliance Certification Report focus on the past and the present; the QEP, however, looks to the future.
- QEP Evaluator is chosen by the College and should be an expert in the field.
- SACSCOC on-site committee interviews campus constituencies regarding the QEP.
- The College's Fifth-Year Interim Report requires a QEP Impact Report (summarizing implementation and assessment of the QEP).

4. QEP proposal process

- RFP sent campus-wide with a deadline of December 15, 2014.
- Five proposals were submitted.

5. QEP proposal review process

- Guidance on the application of the [College of Charleston QEP Proposal Rubric](#) during the proposal review process to identify strengths and weaknesses of each proposal.
- Discussion and clarification on assessments related to QEP proposal topics and the QEP budget.
- Future meetings are in the process of being finalized and meeting requests will be sent by the end of business today.
- The QEP proposal authors will present and answer questions at the second meeting.
 - A doodle poll was sent for presentations during the week of April 20; respond ASAP.
- The third meeting will be to discuss strengths and weaknesses of each proposal.
- Report will be submitted by the Committee to the leadership team.

Meeting adjourned at 9:45am.