

QEP Steering Committee

September 27, 2016

Minutes

Attendees: Todd LeVasseur, Divya Bhati, Karin Roof, Susan Payment, Bob Mignone, JoAnn Ewalt, Dave Hansen, Burton Callicott, Kevin Keenan

1. Comments from QEP Director, Todd LeVasseur
 - a. Todd shared the QEP evaluator rubric with the steering committee and advised the committee to consult the rubric as they finalized the first draft.
2. Updates from the Curricular and Co-curricular Sub-committee (Bob Mignone)
 - a. A undergraduate certificate (in partnership with School of Professional studies) is being considered for year 3 implementation, potential focused on “sustainable communities and businesses.” An initial meeting was held with Dean Gibbison and a follow-up meeting was requested by the Steering Committee (to include, at minimum, Todd LeVasseur, Dave Hansen, Bob Mignone, Jo Ann Ewalt, Burton Callicott, and representation from OIEP).
 - i. Year 1: Feasibility study to include research on employer and communities needs and review of initial of sustainability-centered and sustainability-related course offerings
 - ii. Year 2 – Take certificate through approval process
 - iii. Year 3 – Implementation of certificate
 - b. Faculty Fellows positions
 - i. Four position descriptions (student engagement, innovation, outreach, and faculty development) have been developed and were presented and reviewed by the Steering Committee, with suggestions offered (review for elements of overlap in the positions and re-word pds to reflect “modest summer commitment” rather than a specific hourly commitment.
 - ii. Flow charts for student engagement on six different topics (i.e.; social justice, drought/water, environmental justice). The primary audience for these documents will be students and advisors. It was recommended that these be included in the QEP document as an appendix.
3. Updated from Research and Writing sub-committee (Burton Callicott)
 - a. They are busy writing, writing, writing to present a first draft for internal review
4. Updates from the Assessment Sub-committee (Jo Ann Ewalt)
 - a. A first draft of the assessment plan has been completed and submitted to Burton for inclusion in the draft.
 - b. The draft summarizes both process outcomes and student learning outcomes.
 - c. The SLI is a seminal piece for the process outcomes.
5. Comments from SACSCOC Liaison, Divya Bhati
 - a. Update on CCR submission
 - b. The Reaffirmation Leadership Team met and discussed the memo regarding the need for distinction between the QEP and the Office of Sustainability. While the leadership

team did not accept the memo; it was agreed that Todd LeVasseur and Brian Fisher would meet to discuss a more amenable solution.

- c. An email was sent to sub-committee chairs recommending they attend the annual SACSCOC meeting.
- d. The list of proposed QEP evaluators was also reviewed by the leadership team and only 1 candidate was accepted. The leadership team recommended that the Research sub-committee consider candidates whose primary focus is teaching and curriculum.
- e. Recommended that those attending the ASHE conference look for potential evaluators among presenters and other attendees.