

QEP Steering Committee

September 9, 2016

Minutes

Attendees: Todd LeVasseur, Emma Cregg, Divya Bhati, Karin Roof, Susan Payment, Sam Jones, Bob Mignone, Monica Scott, JoAnn Ewalt, Mark Berry, Dave Hansen, Burton Callicott

1. Comments from QEP Director, Todd LeVasseur
 - a. Rack card being developed to send to campus employees; printed with soy ink and paper made from renewable materials
 - b. Provost sent an email announcing several upcoming activities
 - c. Call for proposals for year 1 sent: Showcase in Addlestone Library; Course proposals for sustainability-related and focused courses; SLI fellows; summer research project
 - d. Information will be shared via Yammer, the sustain.cofc.edu website and updates will be provided to campus constituents at the faculty senate, BOT meetings
 - e. A meeting has been scheduled with academic leadership to discuss the relationship between OOS and the QEP
2. Updates from Student Awareness Sub-committee (Emma Cregg)
 - a. First meeting of the academic year is scheduled for next Wednesday
 - b. Lorraine Russell will be helping reach out to undergraduate students, while Emma focuses on graduate students
 - c. Goal is to bring the committee size to 20 members
 - d. "sustainability soldiers"
3. Comments from SACSCOC Liaison, Divya Bhati
 - a. Emphasized the importance of student involvement in the process and the on-site visit
4. Comments from staff liaison to student sub-committee (Susan Payment)
 - a. When trying to engage students, it is important to help them identify how it will help to advance their own academic (and future professional careers)
 - b. How experiences impact them as student
 - c. How experiences impact employability and can be marketed to employers (Monica Scott)
5. Updates from Budget Sub-committee (Sam Jones)
 - a. Committee has reviewed proposed budget and is ready to bring that forward for review by the steering and leadership committee
 - b. Concerns raised about the lack of an assessment line item and would like the opportunity to prepare and submit a budget request for annual assessment (Jo Ann Ewalt)
6. Update on NSSE Sustainability Module (Karin Roof)
 - a. Results have arrived, but have not been posted publicly or announced to campus
 - b. Results from the sustainability module will be shared with relevant committee members on Monday for internal use in writing the QEP document
7. Updates from the Curricular and Co-curricular Sub-committee (Bob Mignone)

- a. Committee is currently working on position descriptions for the faculty fellows associated with the Sustainability Literacy Institute
 - b. Discuss the theme of water for year 1 and relevant components for the TBL and associated action plans
 - c. Currently a discussion underway to add a non-credit certificate at the North Campus in year 3 (continuing education opportunity)
8. Updates from the Writing, Best Practices, and Research Sub-committee (Burton Callicott)
 - a. Working towards goal of 9/25 for first draft to be submitted for internal review
 - b. Next goal – early October for external consultant review
 - c. Final draft to go to Marketing for layout in November
 - d. All draft documents are available in a google drive
9. Updates from the Marketing Sub-committee (Mark Berry)
 - a. To begin to promote awareness, a windscreen with the new graphic element has been placed at Patriot's Point (outward facing) so all can see
 - b. A second windscreen will be coming in the TD arena
 - c. The current graphic element (environmentally focused) is 1 of 3; additional graphic elements will be forthcoming around social justice and economic components of the TBL
 - d. All graphic elements will be available in multiple colors
 - e. Video content is being developed to add to the website (sustain.cofc.edu) focused on current faculty who are working in sustainability
10. Updates from the Assessment Sub-committee (Jo Ann Ewalt)
 - a. Currently holding weekly meetings to develop the assessment plan
 - b. The challenge is to build a plan for all the pieces
 - c. Organizing the plan; with all activities having either learning outcomes or process outcomes, that are aligned to the 6 goals
 - d. A 5th goal was added to the QEP (change agents)
 - e. Some questions remain about developing the process (who will handle logistics, etc)
 - f. In 2016-2017, baseline data will be collected
 - i. Sustainability module offered in FYE courses (with corresponding quiz)
 - ii. UN Sustainability Literacy Test (administered to freshmen in FYE)
 - iii. Short survey (25 questions) to be administered in residence halls
11. Next meeting to be held in three weeks (tbd)