

Minutes - QEP Steering Committee
Stern Center 201
January 20, 2016, 3:00 pm

Attendees:

Zipora Ancrum - Institutional Effectiveness and Strategic Planning
Mark Berry - Marketing and Communications
Divya Bhati - Institutional Effectiveness and Strategic Planning
Burton Callicott - Addlestone Library
Aaron Holly - Graduate Student
Samuel Jones - Business Affairs
Robert Mignone - School of Sciences and Mathematics
Mindy Miley - Academic Experience
Renee Mueller - School of Business
Susan Payment - Student Affairs
Karin Roof - Institutional Effectiveness and Strategic Planning (co-chair)
Monica Scott - Business Affairs
Antonio Tillis - School of Languages, Cultures and World Affairs

1. Update on administrative matters

- An update was given to the QEP Steering Committee on the resignation of the Interim QEP Director and the process that went out to the campus to appoint a new Interim Director.
- A lengthy discussion took place about the reason for the resignation of the previous Interim Director; including how the potential Interim Director will be classified, will the line be faculty line or a staff line. The group heard from others about how other institutions handle the role and responsibility of a QEP Director.
- The group was reminded that minutes must be recorded at meetings and to please submit all minutes to Zipora Ancrum for posting to the website.

2. Update on sub-committees

- Research, Literature Review, Best Practices, and Writing meetings are schedule once a month and homework assignments were given out on defining Sustainability.
- Curricular and Co-curricular have had two meetings and have scheduled meetings twice a month (alternating Wednesdays and Thursdays) up until the committee's internal April deadline. Each meeting a goal along with the corresponding strategies will be discussed. Discussion of the strategies will be to eliminate, modify or expand upon each one and develop an implementation plan for those that are kept or added.

- The Assessment committee has met three times and a schedule of monthly meeting has been set. The group will be reviewing institutional measures; at the most recent meeting the NSSE instrument with the sustainability module, the internal QEP Feedback Survey Report, and the QEP Student Focus Group Report were shared. For the next meeting, the committee will research available direct measures to assess sustainability literacy. Once the curricular and co-curricular working groups finish a goal, they will let the assessment group know so they could ensure assessments that align with the goal and related outcomes and strategies.
 - Budget Advisory group has meet once, the chair of the curricular and co-curricular working group will contact the chair of the budget advisory once each goal is completed so the budget advisory group can look and see the budget needs for that goal.
 - Student Advisory have meet and is taking it goal by goal and strategy by strategy. The group was assigned homework to come up with three to five events students want to see on the campus.
3. QEP awareness events
- The group was made aware of the need to create awareness among faculty, staff and students about the QEP selected topic *Sustainability Literacy as a Bridge to Addressing 21st Century Problems*. A lengthy discussion of different ways to market and make the campus aware was had.
4. QEP survey and student focus group reports
- Both the QEP survey and the student focus group reports has been uploaded and posted on OIEP website under reaffirmation. Please take a look at these [reports](#) along with other useful resources on the Reaffirmation of Accreditation 2017 on the OIEP website.

Meeting adjourn at 4:05 pm