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.