QEP Steering Committee

Minutes

2/20/2017

FH-259B

Present:

Marie DeVincenzo, School of Business, presiding; Christopher Johnson, English program; Nina Russell, School of Health Sciences; Kim McCuiston, School of Education; Christine Masters, Professional Writing.

Absent:

Philip Fulmer, Physics

1. *Approval of Minutes from 2-20-2017 meeting*

Nina Russell made a motion to approve the amended minutes from the February 6, 2017 meeting. September; Dr. Masters seconded the motion, which was approved without dissention.

1. *Discussion of student survey*

The student survey is ready to be administered. It will be sent to students via email and posted on the university’s Facebook page. We will also send it to faculty and request that they encourage students to complete it and post it on their class Blackboard page. The first mailing will occur on 2-27-17, and a follow up will occur on 3-6-17.

1. *Discussion of faculty survey*

A rough draft of the faculty survey was examined and discussed. Committee members provided constructive feedback for improvements to the survey.

1. *Assignment of responsibilities*
   1. *Faculty survey revision*

Marie DeVincenzo will make the recommended changes to the survey, create a Survey Monkey survey, and send the link to committee members for additional feedback. This survey should go out to faulty on 2-20-17.

* 1. *Survey administration*

Christine Masters will create persuasive emails to send out with the survey links.

Marie DeVincenzo will contact: John Petrish about an email list for the students and Larry Faulk about posting the link on the university’s Facebook page.

Marie DeVincenzo will send the student survey link in emails to students and faculty and post it to Facebook on 2-27-17.

* 1. *Survey analysis*

Kim McCuiston will analyze the student survey in time for our next committee meeting.

1. *Schedule next meeting*

The next meeting was scheduled for March 27, 2017 at 9:30 a.m. in The School of Business Conference Room (FH-259B),