QEP Steering Committee

Minutes

9/12/2017

1. Approval of Minutes from 4-24-2017 meeting

*Minutes were approved without revision.*

1. Revisit assignments from the spring

*Fulmer will work on additional data analysis. Johnson reports that there does not appear to be any feedback on our earlier draft. Meredith Love has shared many resources with DeVincenzo to be used in a literature review. There is very little research on exactly the type of program that we are proposing, but there is some related literature that we can use for the report. A revised draft proposal, which used the updated PLOs and SLOs proposed my Masters and McCuiston at our last meeting, was created by DeVincenzo and sent to the Provost in July.*

1. Discussion and distribution of current proposal

*The current revision of the draft proposal that was distributed this summer to the Provost and Board of Trustees was given to the committee members. They will read the document before the next meeting.*

1. Discussion of sample UK presentation that was included in a previous email

*An example of a QEP presentation was sent to the committee. They will use it as a reference for own report as appropriate.*

1. Discussion and distribution of: “Considerations for an effective and meaningful QEP”

*The document was given to the committee and briefly reviewed. Committee members will use this document as a reference as we complete our document.*

1. Discussion and distribution of: “Focused report and the quality enhancement plan”

*The document was given to the committee and briefly reviewed. The committee has made good progress on our project, Steps 4 through 9, however, still need much work. Committee members should review this document before the next meeting.*

1. Committee assignments

*Committee members will review the distributed documents and consider areas where they can best contribute to the project. Work will be distributed at the next meeting.*

1. Schedule upcoming meetings

*Meetings were scheduled for: Wednesday, September 20th at 3:30 p.m. and Wednesday, October 4th at 3:30 p.m.*

Additional comments:

*Johnson suggested that the PEAK and REAL programs be administered separately, with individual budgets and coordinators, based on information he attained at an accreditation conference. DeVincenzo will meet with the President and Provost to discuss their views on the budget and administration of the proposed program.*