QEP Steering Committee

Minutes

2/6/2017

FH-259B

Present:

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

1. *Approval of Minutes from 10-17-2017 meeting*
	1. *Small revision from DeVincenzo: All Computer Science and Accounting internships are paid. Many other business internships are not paid. In these cases, subsidizing internships may incentivize more students to apply.*

Chris Johnson made a motion to approve the amended minutes from the October 17, 2017 meeting. September; Dr. Masters seconded the motion, which was approved without dissention.

1. *Review of goals and timeline*

The charge of the committee and progress to date were reviewed. The committee has: collected articles related to programs that assist students in the transition from school to career; explored current internship opportunities available to students at FMU; written a draft student survey; crafted preliminary PLO’s and SLO’s; and submitted a draft report for the SACSCOC interim report. The committee will continue its work and provide final recommendations by the beginning of Fall 2018 semester.

1. *Discussion of current draft*

Committee members have been provided a copy of the draft. There was agreement that the current draft did not need revision before the SACSCOC interim report.

1. *Discussion of uncompleted tasks (What still needs to be done?)*

The draft report needs to be revised for the final report. Information needs to be gathered that will assist in this task. The student survey needs to be revised, administered, and analyzed. The faculty needs to be informed about the progress of the committee and queried about their major’s needs regarding the transition from school to career. After this information is gathered, the PLO’s and SLO’s need to be reviewed and revised. Guidelines and rules for grant application and acceptance also need to be written and reviewed.

1. *Discussion of student survey*

Dr. Masters distributed copies of the current draft of the student survey, and the committee members provided feedback for the revision.

1. *Discussion of faculty survey and faculty involvement in the process*

The need for faculty input into the new program was discussed. A faculty survey that explored major specific needs was suggested. The distribution of information to the faculty about the activities of the committee was also discussed. Currently, all committee documents are publicly available online through a link on the English Department’s home page. The committee expressed concern that faculty members may not have been able to locate this information. It was decided that the committee would announce the location of the documents at the upcoming General Faculty Meeting (2/14/2017) and request the faculty to participate in the forthcoming faculty survey at that time.

1. *Assignment of responsibilities*
	1. *Survey creation and revision*

Dr. Masters will revise the student survey and send the committee members the google doc link to review it.

* 1. *Survey administration*

The survey link will be sent to students via email and social media on March 6, 2017. A reminder will be sent on March 20, 2017.

* 1. *Faculty involvement*
		1. *Faculty survey*

Dr. DeVincenzo will create a faculty survey to be reviewed by the committee and discussed at the February 20th meeting. The survey will be announced at the General Faculty Meeting (2/14/2017) and the link will be distributed to the faculty via email on March 6, 2017. A reminder will be sent on March 20, 2017.

* + 1. *General Faculty Meeting*

Dr. Johnson will speak with the Chair of the Faculty to inquire about an announcement at the General Faculty Meeting (2/14/2017).

* + 1. *AAUP spring meeting*

This item was not discussed.

* + 1. *Information availability*

Dr. Johnson will speak with the Chair of the Faculty to inquire about an announcement at the General Faculty Meeting (2/14/2017) to announce the location of the committee documents.

* 1. *PLO’s and SLO’s*

The discussion on this item was held until the data from the student and faculty surveys are analyzed.

* 1. *Guidelines and rules for grant application and acceptance*

The discussion on this item was held until a later date. It was suggested that the current REAL program could provide a template for the committee.

1. *Schedule next meeting*

Next meeting is scheduled for February 20, 2017 at 2:00 in the School of Business Conference Room.