QEP Steering Committee

Minutes

9/20/2017

FH-259B

1. Approval of Minutes from 9/12/2017 meeting

*Minutes were approved without revision.*

1. Welcome new Health Sciences committee member: Sarah Kershner

*Dr. Kershner had a previously scheduled meeting and will join the committee for the meeting on 10/4.*

1. Update on meeting with Dr. Carter and Dr. King
* *PEAK Budget*
	+ *REAL*
		- *$300,000 (has increased over the last 6 years)*
	+ *PEAK*
		- *$65,000 (2018-2019)*
		- *$100,000 (2019-2020)*
		- *Increase $30,000 per year for the next 3 years*
	+ *After the first year, an assessment will be conducted on allocations between REAL and PEAK and adjusted as necessary.*
* *PEAK Committee Structure (Elected Spring 2018; Beginning Fall 2018)*
	+ *Chair-PEAK Coordinator (Appointed by the Provost)*
	+ *Vice-Chair (Appointed by the Chair of the faculty)*
	+ *School of Business member (Elected by the faculty)*
	+ *School of Education member (Elected by the faculty)*
	+ *School of Health Sciences member (Elected by the faculty)*
	+ *Two School of Liberal Arts members (Elected by the faculty)*
* *Professional Development*
	+ *Departmental planning grants (2018-2019)*
		- *Investigate ways to advance the professionalization of students*
		- *Up to 5 offered*
		- *$1,500 each ($7,500 total from $65,000 annual budget)*
* *Scope*
	+ *Undergraduate only*
	+ *Faculty grants*
	+ *Departmental grants*
* *Faculty involvement*
	+ *Possible faculty forums with the Provost and PEAK Committee*
1. Discussion of documents distributed at last meeting (9/12/2017)

*Documents had been reviewed in order to determine strengths for committee assignments.*

*Fulmer distributed additional analysis of the student and faculty data by major. This analysis supported the analysis that used the entire population and showed a need for the PEAK program across majors at FMU.*

1. Committee assignments

*(from page 49 on the document “Focused Report and The Quality Enhancement Plan”)*

*Masters & Fulmer: Sections 2, 3, & 4*

*Johnson: Section 5*

*DeVincenzo: Sections 6, 7, 8, & 9*

*McCuiston: Section 10*

*Kershner: To be determined*

*Drafts will be sent to the committee by 10/2 to be discussed at the next meeting.*

1. Schedule upcoming meetings

*Next meeting is scheduled Wednesday, October 4th at 3:30 p.m. in the School of Business Conference Room.*