QEP Outreach Committee Meeting Minutes
March 26, 2015, 3:30PM
Mary & John Gray Library, Room 622

In attendance: Melissa Hudler (Acting Chair), Theresa Hefner-Babb, Kathleen Hawsey, Matthew Hoch, Evan Wujcik

Roles of Outreach Committee
Question: What are the responsibilities of the Outreach Committee? Spread the word about QEP (Quality Enhancement Plan). It is important to remember the committee member represents the full college and is not limited to just your department. The assessment committee will look at the submitted topics in order to determine their ability to be assessed. Once a topic is chosen the Outreach Committee will help with publicity efforts and encourage colleagues to get involved.

Ideas and Questions
Melissa Hudler: Did anyone receive any ideas?
Theresa Hefner-Babb: Information fluency is a problem particularly for freshmen. This ties into the core curriculum. Could this be a topic?
Melissa Hudler: Faculty can make it their own and take the topic anywhere they want it to go. Aim is the impact the largest amount of students possible.

Matthew Hoch: Can we get an actual survey in order to look at real data?
Melissa Hudler: I thought I e-mailed the information but if not, I will do so.

Kathleen Hawsey: A lot of student’s basic needs are not met. Maybe we can provide them with information where to seek help. Additionally, non-traditional students (for example older students) have problems with the online automated service. Maybe they should be flagged differently in order to make the process simple for them.
Melissa Hudler: This is not appropriate for QEP since this is not related to any student learning outcomes.

Matthew Hoch: At what stage is assessment committee? What data do we have to support it? What other assessment is planned?
Melissa Hudler: I have sent in a request to Gregory Marsh for information and am waiting for the Strategic Plan to be publicized so that the process can be informed by these goals.
Dr. Hudler reminded everyone that it is a lengthy process and that there is still time to look at data and gather ideas. Critical thinking will be a proposed topic for sure.

Matthew Hoch: Concern that students in his department do not take Calculus III any more on Linear Algebra and Statistics.
Melissa Hudler: QEP can enhance existing programs and improve learning spaces. QEP could expand the Undergraduate research center as well.
Matthew Hoch: Other ideas were to split STEM College, enhance existing research projects by linking writing projects, study abroad opportunities, sustainability across disciplines. He would require more data.
Melissa Hudler: Sustainability is a strong idea. QEP could bolster the existing sustainability program. The president will have final approval of whatever topic emerges from the process.

Suggestions from Melissa Hudler to e-mail colleagues and set up face to face meetings. Make sure to have participants sign in for SACS. Keep track of the number of e-mail responses. Are there any other ways to get departments involved?
Evan Wujcik: Face to face meetings might clear things up.
Melissa Hudler: Maybe a FB page to drum up interest and hold departmental meetings.
Matthew Hoch: How thorough do you want the ideas?
Melissa Hudler: We want faculty to be encouraged to participate, so whatever faculty determines is sufficient given the information and requirements you all provide. The steering committee will determine if the requirements are met. It will be a joint effort once the top 3 or 4 topics are chosen. The assessment committee will determine how easily the results can be assessed and the steering committee will make the final choices.
Vote will come prior to Fall’16, so probably during the Spring Semester.
Matthew Hoch suggests to put out call for nomination and also permit self-nomination for committee chair.
Theresa Hefner-Babb: LibGuide can be helpful with e-mail communications and idea brainstorming.

Meeting was adjourned at 5:20PM.