QEP Outreach Committee Meeting Minutes

May 19, 2015, 10 AM
Mary & John Gray Library, Room 622

In attendance: Dr. Matt Hoch (Chair), Dr. Stacey Bumstead, Dr. Kurt Dyrhaug, Dr. Monica Harn, Dr. Theresa Hefner-Babb, Dr. Komal Karani, Rebekah Maxwell, Jennifer Ravey, Dr. Evan Wujcik, Robert Ehrlich, Dr. Melissa Hudler.

Call to Order: The meeting was called to order at 10:05 by Dr. Hoch.

Approval of Minutes: Motion was made by Dr. Hoch, and seconded by Dr. Dyrhaug, to approve the minutes of the 26 March 2015 QEP - Outreach meeting. Motion carried.

After reviewing Old Business agenda items including QEP-OC Charge and Function, Ideas and Themes Collected to Date and Documentation of Activity and Input, Dr. Hoch moved on to New Business.

QEP Website Outreach Resources
* Defining the QEP (statement; links to past LU QEP and SACS QEP Summaries). Matt Hoch emphasized the importance of reading other universities’ Executive Summaries.
* Committee Structure, Functions, and Members
* QEP Idea/Topic Submission Guidelines (Topic Criteria, LU Strategic Plan). Ideas could be put on QEP website. Question: Are there any data gathering plans (timeline)? Answer: We are aiming for the middle of fall.
* Data Resources (NSSE&FSSE surveys, AACU Employer Survey). Request was made to send Melissa’s document that aligns LU Strategic with the AACU Employer needs, to the group.
* Submission and discussions of QEP topics ideas will take place via DISQUS

Web-Based Discussions in DISQUS (change from LibGuide)
* LibGuide had LU branding and security issues.
* New Idea/Topic discussion posted. In time Topic-Based discussions get defined. Matt Hoch used undergraduate research as an example topic. Question: Is there a reason to separate undergraduate research rom graduate research? Answer: The QEP needs to involve as many students as possible, so undergraduate education is an ideal target.
* Log in options were that faculty and students would use @LEA, (secure login), and alumni would use a public login (not secure). After brief discussion, the one entry point without LEA login was deemed most appropriate. Users may log in via FB, Twitter or Google. There is no need for a separate login. We will make a single, all public portal, and apply filters, moderate comments, or delete any inappropriate content. Spam filters may be utilized in order to eliminate inappropriate comments. However, all topics should be entered as long as they meet the criteria.
* Separate faculty, staff and alumni? Consensus was No.
Question: Facilitate topical group interaction with QEP-AC? How will face-to-face meetings be handled? Is the discussion board the main clearing house? Should posts be made on the
discussion board after face-to-face meetings? Answer: QEP-OC members are willing to enter topic content from face-to-face meetings into DISQUS if necessary. 

Question: When will DISQUS go live? Answer: Later this summer. We have to wait until the website is up.

**QEP Outreach Timeline**

**Summer 2015:**
- Website development
- PowerPoint slide development – Mention made that QEP site will probably be enough

**Fall 2015:**
- BLAST-OFF workshop on QEP topic development and submission
- College Convocation announcements (volunteers needed by College), August 18, 2015.
- QEP_OC member outreach activities to assigned populations (Sept 2015)
- Create Topic Discussion in DISQUS (Oct 2015)
- Facilitate Topic Group interaction with QEP-AC (maybe in form of a workshop?)
- End Fall 2015 semester with most developed topics ready for evaluation

**LU Community Coverage (QEP-OC Member Assignments)**
- In most cases there is one member per Academic Department or for Staff
- Dividing COAS among Amy, Jennifer and Matt; we need to contact Jennifer and Amy
- Two students (GSA and Honors) for all students; possibly with Dr. Dodson as a mentor

Meeting was adjourned at 11:03.