QEP Steering Committee Meeting Minutes
January 29, 2015, 3:30PM
Mary & John Gray Library, Room 622

In attendance: Melissa Hudler (Chair), Christian Bahrim, Brenda Nichols, Tony Martin, Freddie Titus, Kumer Das, Katherine Fraccastoro, Oney Fitzpatrick, Monica Harn, Lula Henry

QEP Process (Flowchart) Handout-
Melissa Hudler asked attendees to review and make comments concerning the QEP process handout.

Comment: Outreach and Assessment committees are not subcommittees of the larger Steering committee to broaden participation.

Melissa Hudler asked for approval from the committee to place the flowchart on the QEP website.

Comments:
Suggestion to move “collaborate” circle because all will collaborate not merely the Outreach and Assessment committees.

Suggestion to remove “collaborate” circle.

Suggestion to move “University Committee” to the outside of the larger circle.

Formation of Outreach and Assessment Committees:
Assessment -
Suggestions: Tom Matthews, Jarrod Rossi, Greg Marsh (Ex Officio)

Suggestion: The need to include Engineering and Business, and Assessment Coordinators

Suggestion: Mulvaney and Mayer from Business

Suggestion to include SACS Coordinator from each College

Suggestion: Mike Wallace from Education

Suggestion to tie committees to departments to get more participation

Outreach -
Suggestion to ask Deans for names of those to include on the committee

Question: Do faculty know what “outreach” will do?

Suggestion: Include former ACES Fellows
Melissa Hudler emphasized that the outreach committee members would be responsible for disseminating information about the QEP and the process to determine the next project. The members of this committee should ask colleagues the topics they are interested in.

Suggestion: Ask Deans to provide names of those who think outside of the box/solid reputation to include on the committee.

**Further Discussion:**
Timeline – These committees should be formed and begin working during the Spring 2015 semester

Suggestion: Tie the next QEP project to the new Strategic Plan.

Suggestions for new QEP: Global citizenship, study abroad, service learning, immersive learning

The committee unanimously supported the formation of these two committees.

**Implementation Committee – Post Topic Selection:**
Melissa Hudler asked the committee members to think about whether to form an Implementation committee after the next QEP topic has been selected.

Committee unanimously decided to keep the Assessment and Outreach committees in place and working, post topic selection.

Further Discussion:
Suggestion: One of the members of the Steering committee should participate on the Assessment and Outreach committees to report back to each committee discussions and progress. (Not as the chair of the committee).

Suggestion: Melissa Hudler should serve on both the Assessment and Outreach committees.

Suggestion for Melissa Hudler to be added to the agenda at the next CID meeting and Dean/Department Chair meetings to discuss this information.

Meeting adjourned at 4:45 pm.