QEP Steering Committee Meeting Minutes
May 08, 2015, 3:30 pm
Mary and John Gray Library, Room 622

In attendance: Cristian Bahrim, Kumer Das, Bianca Easterly, Oney Fitzpatrick, Monica Harn, Lula Henry, Melissa Hudler, Jerry Lin, Vicki McNeil, Freddie Titus

The meeting convened at 3:00 pm on February 19, 2015.

Agenda Item 1
Oney Fitzpatrick: Motion to approve the minutes.
Cristian Bahrim: Seconded the motion.
Minutes were approved.

Agenda Item 2
Melissa Hudler: Announced the chairs of the Assessment and Outreach Committees and the new Outreach Committee members: Edythe Kirk (chair, AC), Matt Hoch (chair, OC), Rebekah Maxwell (alumni, OC), Robert Ehrlich (SGA, OC)

Agenda Item 3
Melissa Hudler: updated the Steering Committee on the progress and plans of the Assessment and Outreach Committees:

Assessment Committee
Edythe Kirk created a draft of a survey to determine how faculty, staff, and students rank particular educational practices and areas of knowledge and skills. We need to be sure that the survey won’t unintentionally limit contributions from the university community, so we’re not sure if the survey should be given at the beginning of the fall or after OC members have begun gathering ideas from their colleagues and peers. The OC will help determine this.

Outreach Committee
Several OC members have met with their colleagues and have received ideas.
Kumer Das: Will there be a deadline for proposals and ideas?
Melissa Hudler: A deadline will be set.
Cristian Bahrim: Who should receive proposed ideas?
Melissa Hudler: The colleges’/departments’ OC representatives should; the OC representative will bring the ideas to the Outreach Committee for submission to the Assessment Committee.

Melissa Hudler: Will hold 1 or 2 university-wide forums to supplement the OC members’ meetings.

Melissa Hudler: Matt Hoch (OC chair) suggested we allow proposals, not just idea topics, to be submitted. The proposals would need to contain a description of the project idea, identify potential SLOs, and possibly contain an assessment plan. AC members would be available to assist faculty in this process. This level of contribution would be recognized with a letter provided to the faculty member and to his/her department chair. The letter would encourage the contributors to include this work on his/her F2.08 under “University Service.”
Melissa Hudler: Theresa Hefner-Babb from library services created a Libguide for collecting QEP topic ideas (Melissa Hudler showed the libguide to the committee). Several committee members expressed concern about the security of the libguide and made suggestions about requiring the use of one’s LEA log-in credentials. Oney Fitzpatrick: include the libguide on mylamar as a button. The committee agreed this was a good idea.

Jerry Lin: Include very brief instructions (a few sentences) that guide people to contributing ideas that meet SACS/QEP criteria.

Bianca Easterly: There should be a way to “force” contributors to read the QEP information and instructions before submitting their ideas.

Melissa Hudler: The QEP Ideas tab could be converted to a box inside the QEP information tab/page.

Kumer Das: Will student ideas should be separated from faculty’s?

Bianca Easterly: It would be good for students to see faculty’s ideas and to possibly collaborate with a faculty member on an idea.

**Agenda Item 4**
Melissa Hudler reviewed documents she developed that show alignment between (1) AAC&U Employer’s Survey data and Strategic Plan values and goals and (2) Strategic Plan items and potential QEP topics, and presented a summary of the data she has evaluated thus far.

There were no concerns with documents (1) and (2).

**Data Use Summary**
The committee agreed that the core course data (avg. grades) should be considered and that determining common SLOs/cognitive expectations among these courses could provide useful data. Oney Fitzpatrick suggested looking at the averages for major versus non-major courses.

Melissa Hudler: Response rates for the NSSE were far too low to be meaningful. The FSSE response rates were about 50%, so that data should be considered.

Kumer Das: Is there time to give NSSE again? Can it be put on the Lamar site to encourage participation?

Melissa Hudler: There is no plan to give the NSSE again because of the low response rates and cost. We used the results for ACES assessment, and since ACES is over, there doesn’t seem to be a need to continue giving it.

Melissa Hudler: Identified the 3 items relevant to QEP development from the Gallup-Purdue Index of undergraduate education elements that significantly affect post-graduation success.

Cristian Bahrim: Is the Gallup-Purdue list ranked in a particular order?

Melissa Hudler: Not sure but will check.

The meeting was adjourned at 4:00 pm.