Minutes
QEP Steering Committee

Meeting of Tuesday, October 13, 2015 – 9:00 – 10:30 am – B334

Chair: Dr. Tricia Hunsader, College of Education
Vice-Chair: Dr. Mike Gillespie, College of Arts and Sciences

Members:
Andrew Becht, Student Government Representative (excused)
Prof. Keith Barron, College of Hospitality & Tourism Leadership (excused)
Dr. Jim Curran, College of Business, College of Hospitality and Tourism Leadership (excused)
Kim Mones, Director of Student Engagement
Dr. Brianne Reck, College of Education
Dr. Richie Reich, College of Arts & Sciences (excused)
Dr. Jane Rose, College of Arts & Sciences (excused)
Michelle Teeter, Student Government Alternate (excused)
Dr. Phil Wagner, Core Curriculum Committee

Institutional Research & Effectiveness Support: Dr. Bonnie Jones, Laura Hoffman, Tenezee Gehndyu
Library Support: Diane Fulkerson
Critical Thinking Researcher: Dr. Mike Gillespie, College of Arts and Sciences
Invited Guests: Charlie Terenzio (excused)

1. Incredi-Bull Critical Thinking Promotional Items, Costs, and Roll Out—Committee discussed the appropriate promotional items for the QEP Roll-out. Below represents the adjusted promotional item quantities. Committee also discussed how to hand out these items:
   a. 400 11x17 Posters
      i. To be posted in bathroom stall doors and in faculty/staff offices or on doors
      ii. Multiple designs to effectively capture attention
   b. 100 18x24 Posters
      i. To go inside classrooms
      ii. Large enough to compete with other poster noise
      iii. Multiple designs to effectively capture attention
   c. 2,500 Tri-Fold Business Cards
      i. Front—Logo, Open—5 commitments, and one of the back flaps could contain QEP website
      ii. Tri-Fold Business cards can be handed out to all USFSM stakeholders (faculty, staff, students, Campus Board, CLC, etc.)
      iii. Glossy finish, full color
   d. 300 Tumblr with Lid and Logo
e. 300 Blend Polos with Logo  
   i. Committee discussed making the shirts blue, however, shirt color must align with USF branding  
   ii. To be given out at the Christmas party
f. 300 Post-It Note Packs of 25 sheets with Logo

g. 50-100 4GB Flash Drive with Logo  
   i. To be given to committee, reviewers, and campus board.

h. Printed QEP Plan  
   i. Committee decided to budget $2,000  
   ii. Plan will contain less than 100 pages with minimum color printing

   i. Action Items:  
      ii. Tenezee will communicate with Facilities Planning and Management about the QEP poster project.
      ii. Dr. Hunsader will discuss with Charlie about pricing for the Tri-Fold Business cards.

2. Updates  
   a. IncrediBull Critical Thinking App
   b. Lead Evaluator Accepted; Awaiting SACSCOC Approval

3. Minutes from the September 29, 2015 meeting were approved

4. Group on Critical Thinking Assessments—Report and Recommendations: Recommended the California Critical Thinking Test based on the following:  
   a. Ease of administration—can be administered in a non-proctored environment, online, and integrated into universities learning system  
   b. Test Design—approximately 45 minutes to take, vignette based with the option to add in numerical problems  
   c. Cost for test $12.88 per test and 400 tests would be needed  
   d. Goal is to pre-test and post-test students. Pre-test will include freshman and post-test will include freshman and transfers. Transfer group may be able to serve as a control group.
   e. Action: Group will examine the test’s content, and see if the test can be integrated into Canvas. Members will report on this next meeting.

5. Discussion of Pending Items on QEP Draft 10/8/2015  
   a. Discussed Outcome 4 and 5 changes from last meeting:  
      i. Outcome 4—Faculty who worked to integrate QEP into their classrooms will receive recognition by receiving a medallion and having their name placed on a plaque in the Rotunda  
         • Action: Must converse with Facilities about placing plaque in Rotunda. Senior Leadership must also approve of this idea  
      ii. Outcome 5: Faculty leadership and mentorship in Critical Thinking will be recognized financially, with a one year commitment.
   b. Branding course syllabi  
      i. When faculty complete online training module and pass, they will earn the right to put the commitments piece in their syllabus
c. Review the QEP Draft—Dr. Hunsader requested that members of the committee commit to reviewing a portion of the QEP draft. The reviewers are to make sure the graphics and timeline match the narrative in the draft.
   i. Dr. Brie Reck will review Faculty Development.
   ii. Dr. Mike Gillespie will review Curricular Integration.
   iii. Dr. Phil Wagner will review Campus Engagement.
   iv. Action: The goal is to have these sections reviewed and changes by October 27th, if possible. Changes will be discussed on November 10th.

6. Agenda Items for Discussion with Lead Faculty on October 22nd—Committee decided on what they needed to discuss in this meeting.
   a. Meeting goals:
      i. Review implementation plan and rubric with faculty and get feedback on whether the plan is feasible.
      ii. Faculty should leave meeting with an understanding of two key parts that affect them: faculty development and curricular integration.
      iii. After the meeting, faculty should also understand their role as QEP Critical Thinking liaisons.
   b. Presentation:
      i. Logistics and Leadership of QEP
      ii. Background Information
      iii. Implementation and Feedback
      iv. Committee members will present on certain topics:
         - Dr. Jones—Bull slide
         - Dr. Gillespie—Rubric
         - Dr. Hunsader—Implementation Plan
         - Dr. Wagner—Pending upon PowerPoint draft
   c. Action Items:
      i. Dr. Hunsader to send Tenezee an updated flyer on the QEP to give as a handout at the meeting.
      ii. Dr. Gillespie will send Tenezee the updated rubric to give as a handout at the meeting.
      iii. Dr. Hunsader will create a draft of the PowerPoint to be shown, and will send out to the committee for review.
      iv. Dr. Jones will put together an agenda for the meeting.

7. Christmas Event Video
   a. Put together a short video to garner commitment for the QEP’s mission
   b. Will need to include Dr. Stone, Dr. Osborn and other community members
   c. Action: Dr. Hunsader will discuss with Charlie Terenzio, Marketing Director, the content of the video.