Minutes
QEP Steering Committee

Meeting of Tuesday, November 10, 2015 – 9:00 – 11:00 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 & Tourism Leadership (excused)
Kim Mones, Director, Student Engagement
Dr. Brianne Reck, College of Education
Dr. Richie Reich, College of Arts & Sciences
Dr. Jane Rose, College of Arts & Sciences
Michelle Teeter, Student Government Alternate (excused)
Dr. Phil Wagner, Core Curriculum Committee

Institutional Research & Effectiveness Support: Dr. Bonnie Jones, Laura Hoffman, Tenezee Gehndyu (excused)
Library Support: Diane Fulkerson (excused)
Invited Guests: Rick Lyttle, Director of Facilities Planning & Management
Charlie Terenzio, Director of Communications & Marketing

1. **QEP Posters – Rick Lyttle, Charlie Terenzio**
   a. Committee discussion results for posters:
      i. Classrooms will have larger banners for the Intellectual Standards and a large poster of the Commitments
      ii. Bathrooms, workrooms, and other common areas will have 11x17 posters of the Intellectual Standards and Commitments.
      iii. Framed posters in the Campus Board Room, Information Commons, and the Tutoring Center.
      iv. Tri-fold pocket cards will be ready for December holiday party.
      v. Rick Lyttle and Charlie Terenzio will develop a plan and budget for the posters and provide those to the committee prior to the next meeting.

2. **Approval of Minutes from October 27, 2015 - Tricia**
   a. Move for approval by Dr. Reck, seconded by Dr. Reich. All in favor. One abstained.

3. **Group on Critical Thinking Assessments – Report and Recommendation – Laura, Mike, Phil**
   a. **Watson-Glaser selected as the standardized assessment of critical thinking.** Negotiated price with Watson-Glaser is $30 per students for two reports, the Developmental Report, and the Profile Report.
b. Committee agreed assessments will be administered during the SLS 1107 and at the capstone.

4. **Student Commitments Survey**— Bonnie  
   a. The Committee suggested changes to the survey, including moving the overall question to last and changing the questions to statements that read, “This course helped me develop my . . . skills.” Then, the response items will be Strongly Agree, Agree, Neutral, Disagree, and Strongly Disagree.  
   b. The Committee also decided that the Survey would not be a part of the Assessment section. Instead faculty will use it to assess themselves and to apply to be chosen as Incri-Bull Faculty.  
   c. Bonnie will revise and bring it back to the next meeting.

5. **Professional Development Survey**— Brie  
   a. The Committee suggested that the survey include descriptors for each of the responses on the continuum, not just the first and last (i.e., Disagree, Neutral, Agree).  
   b. The Committee asked that the question, “What did this session not do so well?” be revised to read more positively.  
   c. The survey will be administered after each professional development activity, including critical thinking workshops.  
   d. Brie will revise and send a pdf to Tricia before the next meeting.

6. **QEP Director and Coordinator Job Descriptions and Hiring Timelines**— Tricia  
   a. The Committee discussed the importance of selecting a QEP Director from the existing USFSM faculty.  
   b. Tricia will poll all faculty on the QEP Committee to determine if any of them have an interest in becoming QEP Director.  
   c. The QEP Director will be a 12-month faculty position starting in August 2016.  
   d. The Committee decided to change the title of the QEP Coordinator to QEP Administrator. The position will be full-time.  
   e. The job descriptions will be reviewed at the next meeting.

7. **Discussion of Pending Sections in QEP Draft**— Tricia  
   a. Bonnie introduced the Committee to the Assessment section and asked members to read it and provide her with feedback.  
   b. The next meeting will be used to review the draft in more detail.

8. **Updates**— Tricia  
   a. Meetings with Drs. Stone & Osborn – These went well and both are on board with the Committee’s suggestions.
   b. “I’m Committed” Video – Proceeding well. Dr. Stone will introduce the QEP and others from a broad representation across campus will be filmed in the next two weeks.  
   c. Holiday Party Logistics – To be discussed at next meeting.

**Upcoming Meeting:** Tuesday, November 24, 2015, 9:00 – 11:00 am, Room B334

**LAST MEETING OF SEMESTER:** Wednesday, Dec 9, 2015, 11:00 am – 1:00 pm, Room B235 – Lunch Provided