Minutes
QEP Steering Committee

Meeting of Tuesday, November 24, 2015 – 9:00 – 10:00 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
Prof. Keith Barron, College of Hospitality & Tourism Leadership
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, Melanie Le Clainche
Library Support: Diane Fulkerson (excused)

1. Approval of Minutes from November 10, 2015 – Tricia
   a. Move for approval by Dr. Reck. All in favor.

2. Assessment Section of QEP Draft – Bonnie
   a. Mike to write development paragraph for Watson-Glaser Critical Thinking Test, listing testing options and reasons for choices. Phil to read and collaborate.
   b. Bonnie to include the following in the Assessment section.
      i. Internal - Program assessment data utilizing rubric by instructors within colleges.
      ii. External - Random sampling evaluated by QEP Implementation Committee.
   c. Bonnie to work on Annual Assessment Template.

3. Other Outstanding Areas of QEP Draft – Tricia
   a. Marketing to unify green color throughout document.
   b. Tricia, Mike and Bonnie to finalize draft of QEP report by next meeting.
      i. Review order of elements in implementation plan to ensure they match the order of elements in both the timeline graphic and the by-year timeline tables.
      ii. Number of tables, graphics, and letter the appendices – ensure they are updated within the narrative as well.
      iii. Add missing Appendix documents after they are edited.
   c. Divide up sections for committee members to read for consistency.
      i. All (Executive Summary), Kim (Intro & Incredi-Bull Critical Thinking), Brie (Critical Thinking Conceptual Framework, Goal 1, Goal 2), Keith (Lit Review), Jane (Implementation Plan),
Richie (Plan Timeline), Laura & Mike (Assessment Plan), Michelle (Institutional Capability), and Phil (Appendices).

ii. Corrections to be submitted in paper format.

iii. Committee to determine date of final draft posting.

d. Four to utilize Critical Thinking Rubric spring 2016: Professor Keith Barron (Hospitality), Dr. Jessica Grosholz (Criminology), Dr. Mike Gillespie (Psychology), and Dr. Jean Kabongo (General Business).

e. Fine tune the budget based on what we hear back from Charlie and Rick.

f. Fine tune the App budget based on feedback from IT faculty.

g. Circle back to Ben Ellinor about the budget once we have filled in all of the blanks - ensure he will support a full-time QEP Administrator

h. Celebrate

4. **Marketing Update** – Tricia

a. Shirt color to be determined and remain within colors of USF brand: green.

b. Holiday Party December 10\textsuperscript{th} from 12-2 pm.

c. Marketing to order 4x4 posters to be inserted into poster hanging system in each classroom.

d. Videos complete except for 5\textsuperscript{th}.

5. **Catch Up Meetings** – Bonnie

a. Committee members who have been excused from meetings met with Tricia, Mike and Bonnie for updates.

6. **Student Commitments Survey** Update – Bonnie

a. Committee suggested question #6 begin with “Overall”.

b. Committee suggested replacing “assignments/activities” with “assignments or activities”.

c. Committee suggested adding question 8: “Give a specific example of how your critical thinking skills have developed over the course of the semester as a result of this course.”

7. **Professional Development Survey** Update – Brie

a. Brie will provide to Tricia a high quality jpeg required for document.

8. **QEP Director and Coordinator Job Descriptions and Hiring Timelines** – Tricia

a. Tricia to write job description for QEP Director.

b. QEP Director and Administrator will begin QEP duties August 7, 2016.

9. **Meeting Times and Frequency for Spring Semester 2016**

a. Thursday mornings from 9:30-11am. Avoid Thursdays when FSC meets monthly (January 21\textsuperscript{st} is first FSC meeting).

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