Minutes
QEP Steering Committee
Meeting of Wednesday, December 9, 2015 – B235

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
Dr. Jim Curran, College of Business, College of Hospitality & Tourism Leadership
Kim Mones, Director, Student Engagement (excused)
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. Critical Thinking Commitment Video
   a. Sequencing error noted. Charlie to reorder scenes and provide both versions for review today.

2. Approval of Minutes from November 24, 2015
   a. Laura to be added to collaboration for review of Watson-Glaser and testing schedule.
   b. Move for approval by Dr. Reck, seconded by Professor Barron. All in favor.

3. SACSCOC Debrief (Tricia, Mike, Bonnie, Laura)
   a. Tricia to work on thesis statement.
   b. Laura noted importance of assessment and financial/personnel resources within QEP plans.

4. Assessment Section of QEP Draft – Bonnie
   a. Laura to provide manual to Mike to write description of Watson Glaser.
   b. Request for members to review assessment section for consistency within text and tables.

5. Other Outstanding Areas of QEP Draft – Tricia
   a. Fine tune the budget based on today’s meeting at 3 pm; Director load & full-time Administrator.
      Recommendation for position to be split between Core Curriculum Committee and QEP. Annual
      salary increase and travel need to be added to budget.
   b. Professional Development Evaluation Survey is complete and Brie will get it to Tricia.
   c. Proof/edit the document from beginning to end by Bonnie, Mike and Tricia. Bonnie and Tricia to
      work on implementation table.

6. Holiday Party Logistics – Tricia
   a. Meet at 10:30am to help with shirts. Bags to be handed out to everyone when they come in.
      Commitment video to be played after Dr. Stone speaks, around noon.

7. Printing & Website – Bonnie
   a. To comply with document length PDF links will not be used. Sidebar used to download PDFs instead.
   b. All proofreading to be done before 12/18. On 1/4/16, email Bonnie any additional thoughts that
      came up over the holiday.
   c. QEP scheduled to print at Kinkos on Tuesday, January 5, 2016.

8. QEP Director Job Descriptions – Tricia
   a. Director to report to Dean and Chief Academic Officer.
b. Add “deans” to list of stakeholders in position summary.
c. #1 add “Responsible for facilitating curriculum integration and critical thinking across degree programs by collaborating with faculty.”
d. #4 add “Conducts research related to critical thinking at the level of submission to peer-reviewed journal and/or conferences.”
e. Strike line 6.
f. #12 add “with Core Curriculum Committee” after “Assess the QEP annually”.

9. QEP Coordinator Job Descriptions – Tricia
   a. Add “Core Curriculum” to job description summary.
   b. Add works with IR and faculty and business functions (purchasing, travel, QEP budget).
   c. Bonnie to compile list of responsibilities developed by Phil, Mike, Bonnie and Tricia.

10. QEP Database Management System
    a. Committee considered Canvas and Taskstream. Tool(s) must interface with Canvas. Possibility of Access for integration. QEP data flow to be developed in detail in spring 2016. Invite Joe Sidoti, Timi Hager and Elyse Broemel to QEP Steering Committee meeting on 1/14/16 for database management input.

11. QEP Governance to Align with Current Organizational Structure
    a. At Friday’s (1/11/15) faculty meeting, Tricia to propose QEP team/committee to be “ad hoc” and under the leadership of the Director in coordination with the Core Curriculum Committee.

Meetings Next Semester: Thursdays, 9:30-11:00am – First meeting January 14, 2016