Present: Deborah Davis, Sonya Sanderson, James LaPlant (Chair), Tom Manning, Kimberly Tanner, Jan Fackler, Kristina Cragg, Attila Cseh, Jane Kinney
Absent: Lauren Davis, Barbara Gray, Karla Hull, James Humphrey, David Monetti, Ivan Nikolov, Matt Richard, Mike Savoie, Mike Schmidt, John Trombetta

J. LaPlant opened the meeting by inviting the QEP members to view the West Kentucky Undergraduate Research web page. UKW is advertising for a director of undergraduate research, and the job description may be helpful in setting up the undergraduate research program here at VSU. He also reminded the committee that there are several QEP models available on the web to pull ideas from; research into these programs may save the committee time and effort.

A welcome was extended to Phase II member Attila Cseh, who joined us from the Langdale College of Business.

J. LaPlant divided the QEP Phase II committee into the five subcommittees listed below: (The list with volunteers is at the end of this document.)
A. Literature Review/Best Practices
B. Desired Student Learning Outcomes, Actions to be Implemented, and Timeline
C. Assessment (connected with subcomm B)
D. Organizational structure and Resources (budget)
E. Marketing/Outreach

Committee members present at the meeting volunteered for the subcommittee on which they want to serve. J. LaPlant will contact those who couldn’t attend and determine which subcommittee they wish to serve on. Once the subcommittees are complete, the members will each choose a Chairperson. The Chairs will meet with J. LaPlant at future QEP meetings.

J. LaPlant reminded the committee members to provide names of students willing to serve on the Phase II QEP Task Force. Ideally, at least one student needs to be on each subcommittee. A few members have supplied names, but more are needed.
Some possible ideas were shared about the work of Subcommittee E, Marketing & Outreach. Pat Miller, faculty advisor to the Spectator, could be contacted about articles concerning the OUR in the Spectator, and Kate Heine could be contacted about using the VSU Connection website. John Trombetta (or Kate Heine) could put an article about the QEP in the VSU Alumni magazine. For these initial articles, research that departments are already doing could be discussed while highlighting plans for the future.

Subcommittee B will be developing questions for department heads concerning data on research already being done within each department. It was agreed that personal interviews by committee members with Department Heads would yield the best results. After the interviews, the committee members will submit a summary to their Chair. J. Kinney volunteered to bring the project to the attention of the Dept Heads at their 3-D meeting on March 23. By doing this, the Dept. Heads will be better prepared to answer the questions and provide data. All inventories must be done by mid – late April.

K. Cragg mentioned that VSU’s assigned SACS VP, Dr. Rudolph Jackson, will be here in June/July to help out with any questions. QEP Phase II needs to have enough of its work done that the committee will be able to ask pertinent questions and get Dr. Jackson’s insights. A short progress report needs to be submitted to J. LaPlant by each subcommittee before this visit.

A full draft of the QEP needs to be done by Fall Break in October. That will give the committee time to make necessary corrections or add needed information before it’s officially submitted in January.

The next Phase II meeting is scheduled for March 27 at 1 p.m. in the Dean’s Conference Room, Bailey Science Center.
Assignment of Members to Subcommittees:

A. Literature Review/Best Practices:
   Jane Kinney (can assist if needed)

B. Desired Student Learning Outcomes, Actions to be Implemented, and Timeline:
   James LaPlant, Deborah Davis

C. Assessment (connected with subcomm B):
   Tom Manning, Kristina Cragg (possible chair), Kim Tanner

D. Organizational structure and Resources (budget):
   Barbara Gray, Deborah Davis, Attila Cseh, Jan Fackler

E. Marketing/Outreach:
   David Monetti, Sonya Sanderson, John Trombetta