QEP Meeting  
September 11, 2009

Members present: James LaPlant (Chair), Jane Kinney (Ex Officio), Mike Savoie (Ex Officio), Maura Schlairet, Lauran Bihl, David Monetti, Barbara Gray, Tim Malone, Matthew Richard, Regan Morgan, Michael Schmidt, Karen Jacobsen, Kimberly Tanner, Deborah Davis

1. The minutes from the August 28 meeting were approved unanimously.

2. J. LaPlant thanked the committee for the feedback received on the call for proposals. He then opened the floor for discussion on marketing the QEP Faculty Information Sessions.
   - Faculty emails on list serve
   - VSU Homepage – contact Jennifer Tanner
   - Email Deans and request that they advertise to their faculty
   - Talk to your colleagues
   - Short video for the homepage

3. J. LaPlant spoke to the Assistant Provost from Baylor University and provided a handout summarizing her suggestions and advice. (This handout is filed in the Accreditation Compliance Office.)

4. The committee held a preliminary discussion on how much office support would be needed for the QEP, as well as a budget, activities, and the organizational structure. J. LaPlant suggested that the Subcommittee Chairs meet later in September and discuss these issues in more detail.

5. Next, the committee discussed drafting the QEP document that is due in January. A few areas of the document can be written now such as; “How did you choose your topic?”, Literature Review, Best Practices, Bibliography, and preliminaries of a three-year budget.

6. The concern was brought up about committee members having a vote on proposals from their own department. It was decided that the knowledge in that department’s area was necessary to make informed decisions on the proposals. The fact that each department only has one vote also prevents favoritism. The issue of a committee member submitting a proposal was solved by requiring the member to recuse himself/herself when the proposal is reviewed.

7. The Call for Proposals is available to faculty now. Barbara Gray suggested that we discuss the rating form for evaluating QEP proposals at the next QEP meeting.

8. The next QEP meeting will be September 25 at 1 p.m. in the A&S Dean’s conference room.

9. Meeting adjourned at 1:50 p.m.

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