QEP Task Force – Phase One
February 29, 2008 – 2:00 p.m.
Student Life – Conference Room

Committee Members Present: Mike Savoie, Sheri Gravett, Debbie Weaver, Joe Newton, Kristina Cragg, Cheré Peguesse, Emily Rogers, Robin Smith, Jonathan Stroble, Russ Mast, David Starling, James LaPlant, Maggie Viverette, Christine James

Not in attendance: Jane Zahner, Jan Fackler, Cheri Tillman, Cindy Tori, Jane Kinney,

1. The minutes from the meeting on February 15 were approved unanimously.

Minutes and agendas for task force meetings are now available on the QEP website for committee members to download. Agendas will be posted by the Wednesday before each meeting. Please review before attending the meeting.

2. Presentations:
   Chair Mike Savoie made presentations to the following groups:
   SGA – Feb. 18
   Faculty Senate – Feb. 21

3. Survey Update: Dr. Cragg reported more than 200 responses to date. The results so far showed the “least critical” needs were in technology and the “most critical” needs were in communication. While this is good information to have at this time, Dr. Cragg noted that these are not the final results. The overall response rate is good, however, additional participation from faculty and especially staff, is needed, noted Dr. Cragg. The committee discussed the survey end date. The committee has agreed to use March 14th as a cut-off date for analysis purposes. Strategic Research & Analysis will analyze the results of the surveys beginning March 17th and provide the results to Chairman Savoie for distribution to the committee. After reviewing the results, the committee will determine if the surveys can be ended. However, in the interim, the surveys will remain open.

4. Unfunded Initiatives:
   - The reformatted spreadsheet by Strategic Research & Analysis with the initiatives has been received and distributed to the committee for review and consideration.
   - The initiative list will be utilized as an assessment of institutional need and comparison for topic submissions. It will not be used for topic selection or plan development.

5. Submissions:
   Proposals that have been submitted:
   - Passport to Global Confidence – Ivan Nikolov
   - A Few Keys to All Success – Jim Muncy
   - Endowed Faculty Positions – Sandra Fletcher
   - Writing in the Disciplines (Faculty Workshops) – Darrell Fike
Chairman Savoie noted that additional topic ideas are expected.

6. There was a discussion about creating a rubric to help committee members narrow down the topics. Interest was expressed in creating a rubric that matches the formal proposal guidelines. Chairman Savoie encouraged the entire committee to review QEP rubric styles that may be available on the Internet and bring them for the next meeting. A detailed discussion regarding next steps in the process for Phase I will continue at the next QEP meeting.

The next meeting is scheduled for March 21 at 2 p.m. in the Student Union Conference Room. Discussion will include the formal proposal process as well as a discussion of the QEP Ideas submitted. Dr. Cragg has agreed to provide an analysis of the QEP ideas and Needs Assessment Survey.

The meeting adjourned at 2:45 p.m.

Respectfully submitted by
Victoria Wood