

QEP

March 27, 2009

Present: Mike Savoie, James LaPlant, Kristina Cragg, Jan Fackler, Attila Cseh, Kimberly Tanner, Karen Jacobsen, Deborah Davis, Sonya Sanderson, Barbara Gray, David Monetti, Tom Manning

Absent: Jane Kinney, John Trombetta, James Humphrey, Karla Hull, Ivan Nikolov, Lauren Davis, Matt Richard, Mike Schmidt

1. After one minor change was made, the minutes from the February 27 meeting were approved unanimously.
2. J. LaPlant introduced Karen Jacobsen as a replacement for Mike Stolfus. Welcome, Karen!
3. Letters were sent to four students, inviting them to join the QEP committee. Committee members will continue trying to recruit student members, with names being sent to either J. LaPlant or J. Kinney.
4. K. Cragg provided information on the inventory of undergraduate research already going on across campus. She had interviewed Paul Riggs from the History department and Edward Chatelain from PAG. One other department head answered the interview questions via email without an interview. The 18-question interview guide will be sent out to committee members as a reference; K. Cragg will be conducting the rest of the interviews. Data will be presented on May 1.
5. Marketing ideas for next spring –
 - Spectator
 - VSU Connections
 - Dept heads spread the word to their faculty during meetings
 - Dr. Levy can send out campus-wide email
 - Dr. Schloss can bring it up in his convocation this fall
6. J. LaPlant requested that the committee review the QEP from the University of Houston by the next meeting.
7. The assignment of members to subcommittees are as follows:
 - Literature Review/Best Practices: *Karla Hull (chair)*, Jane Kinney, Ivan Nikolov, Mike Schmidt,
 - Desired Student Learning Outcomes, Actions to be Implemented, and Timeline: *James LaPlant (chair)*, Deborah Davis, Mike Savoie, Karen Jacobson
 - Assessment: *Kristina Cragg (chair)*, Tom Manning, Kimberly Tanner
 - Organizational Structure and Resources: *Barbara Gray (chair)*, Deborah Davis, Attila Cseh, Jan Fackler

- Marketing/Outreach: *John Trombetta (chair)*, David Monetti, Sonya Sanderson, Mike Savoie

8. Tasks for the subcommittees are as follows:

- J. LaPlant's subcommittee will work on what the desired learning outcomes need to be before passing that information on to K. Cragg's subcommittee.
- B. Gray's subcommittee will begin looking at the structure of the QEP project and who the budget will impact.
- K. Cragg will turn over the review work that her office has done to the Literature Review/Best Practices subcommittee.

9. The next QEP meeting is scheduled for May 1 at 1:00 in BC 3026.

vW