

# QEP Organizational Structure and Resources

## Subcommittee Meeting

July 20, 2009

8:30 – 9:30 a.m.

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Members present: James LaPlant (QEP Chair), Barbara Gray (OSR Chair), Jan Fackler, Attila Cseh

1. J. LaPlant brought a handout of information gathered from a QEP meeting with President Schloss and Provost and VPAA Dr. Levy. The subcommittee went over the handout to discuss what funds would be available and how they should be monitored.
2. Strategic Vision Fund
  - J. LaPlant noted that the QEP Phase II Taskforce could make a recommendation for \$100,000 of the Strategic Vision Fund to be set aside for competitive mini-grants to faculty who are engaging undergraduates in collaborative research. The funds could support classroom, lab, field or study abroad projects involving undergraduate research. Applications for the mini-grants would be evaluated by a committee of faculty members. Curriculum development will come from advisory boards and departments, not from the mini-grants.
  - B. Gray stated that a committee within the QEP will need to be set up to keep track of applications for grants, the monies awarded, and guidelines for awards. J. LaPlant noted that the QEP Phase III Implementation Taskforce could establish an application form and process for the mini-grants. The Phase III Taskforce might ultimately become an advisory board that could evaluate the proposals.
  - J. Fackler asked what fiscal cycle the monies will be on; B. Gray suggested leaving it to the committee to work on.
  - J. Fackler asked about the goal number of students that the QEP will affect. J. LaPlant stated that participation goals have not been set yet by the QEP committee, but it's on the agenda. The committee will set the activities and the assessments, then attach the goal numbers to them.
  - The OSR subcommittee will work on the budget throughout the fall as SACS will want a pretty detailed report. B. Gray stated that it will be a functional budget due to the subcommittee's inability to project every detail beforehand. The OSR will also work on a draft application for the mini-grants.
  - The subcommittee discussed the option of utilizing the first year of the QEP (2010-2011) to develop and advertise the mini-grants for distribution of awards in the second year of the QEP. Another option is that if the Phase III Taskforce implements an application form and process in 2010 then grants could potentially be distributed in the first year of the QEP.
3. Academic Equipment Fund

- J. Fackler will research how much money is in the Academic Equipment Fund.
4. Faculty Release Time
    - The decision was made to request four release times to be set aside for the QEP Coordinator and to use two of the ten release times suggested by Dr. Levy for the Assessment Coordinator.
    - B. Gray mentioned that the QEP Coordinator would be a good instructor for basic research courses.
  5. Graduate Assistantships
    - The subcommittee agreed to keep the GA positions at two.
  6. Library/Reference Resources
    - The library budget won't be mentioned at this stage but it could be worked in later this year if we see a connection to specific QEP activities.
  7. Student/Scholarly Travel
    - J. LaPlant will speak to the Deans to fund student support. He also suggested talking with John Crawford about making the QEP a theme in the Capitol Campaign. J. Fackler brought up that Student Activities can donate, too.
  8. B. Gray brought up the campus-wide symposium that was suggested by J. LaPlant at another meeting. An estimated \$5000 would be needed to support this project. The subcommittee is looking at holding the symposium in April of 2011.
  9. Follow-ups:
    - A. Cseh will check with George Gaumond about library funds
    - B. Gray will talk to Dr. Levy about academic equipment funds
    - Kristina Cragg will be consulted about money from the SACS budget being folded into the QEP after the reaffirmation.
    - J. LaPlant will speak with John Crawford about fundraising for student travel through the VSU Foundation.
  10. J. LaPlant reminded the subcommittee that a paragraph is needed for the SACS VP report by Friday, July 24. B. Gray will lay out the information discussed in a five-year timeline and create a narrative for the report.
  11. The meeting was adjourned at 9:55.