

QEP Phase II Task Force
3:30 p.m. Thursday, December 11

Present: Kristina Cragg (ex officio), Deborah Davis, Jan Fackler, Barbara Gray, Karla Hull, Jane Kinney (ex officio), James LaPlant (chair), David Monetti, Ivan Nikolov, Matthew Richard, Sonya Sanderson, Mike Savoie (ex officio), Michael Schmidt, Mike Stoltzfus, Kimberly Tanner, John Trombetta

1. Charge to the Task Force from President Schloss:
 - A. Focus on managing the QEP with existing resources
 - B. Try to maintain VSU's unique campus culture
 - C. Make the adoption of the QEP as easy as possible
2. Introduction of Task Force Members
3. Role of the QEP in SACS Reaccreditation (Jane Kinney)

Jane Kinney provided a handout of key information on QEPs. She explained the requirements for the QEP from SACS and the process of selection of the final four topics by the Phase I Task Force, leading to the selection of the proposal on Undergraduate Research for VSU's QEP by the SACS leadership team. She also stressed the following aspects of developing the QEP:

- The QEP must be measurable; everything within the program must be assessed.
- Putting together the QEP will require thorough research of best practices, current pedagogy on undergraduate research, and other issues. VSU's QEP webpage provides a number of links, and the Accreditation Compliance Office has much material.
- While developing the QEP, the committee needs to consider the logistics. Everything must be up and ready to go once we get the ok from SACS.
- SACS is aware of the budget issues currently affecting university systems. If necessary, reference can be made in the QEP proposal to the current budget challenges/limitations.
- Kristina Cragg noted that some schools ran into difficulties with their QEPs because of creating programs that were too broad in aim, so this is something to watch out for.

Dr. Kinney gave the committee the timeline for the QEP. The QEP Proposal must be completed in January 2010 in advance of the site visit on April 6-8, 2010. She then suggested that the committee create an internal timeline, having the final draft due around the end of November 2009, allowing for plenty of time to proofread and check resources and data before having to submit the final copy of the proposal. The committee will also need to plan for publicizing the QEP on campus between January and April of 2010.

4. Agenda for 2009 and the formation of subcommittees on best practices, assessment, organization, funding, etc. (Dr. LaPlant)
 - Dr. LaPlant suggested waiting until January's meeting to create subcommittee assignments. Before then, he asked that each committee member look at his/her own area of expertise and how s/he can apply it to the QEP tasks. Barbara Gray suggested that we hold a half day retreat in January to brainstorm ideas about undergraduate research before we divide into subcommittees.

5. Materials to review before the next meeting:
 - a. VSU QEP Proposal on Undergraduate Research from summer 2008
 - b. University of Houston QEP
 - c. QEP Handbook available at:
<http://www.valdosta.edu/sacs/qep/COCQEPSites.shtml>

6. Next meeting:

The committee members will submit their spring schedules to the Accreditation Compliance Office for scheduling spring meetings. The next meeting date and time will be announced through email.

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