

QEP
SUBCOMMITTEE CHAIR MEETING
JUNE 17, 2009 - 3:00 p.m.

Members present: James LaPlant (QEP chair), Barbara Gray, Jane Kinney (ex officio), Kristina Cragg, John Trombetta, Karla Hull, Mike Savoie

This was the first subcommittee chair meeting. J. LaPlant reviewed the faculty membership and charge for each subcommittee. He noted that each subcommittee should be meeting this summer in preparation for our August meeting with the SACS VP. Ideas were put on the table for everyone to think about and discuss.

- Strategic budget initiatives – the QEP committee could request that departments or colleges set aside a certain amount for the QEP. J. LaPlant stated that departments could be assured that the lion's share of any monies would be for the students.
- J. Trombetta suggested creating a 'buzzword' for the QEP that would be used in all advertising to help everyone remember what the QEP is.
- K. Hull asked if there was enough faculty interest to support the QEP's work. There seems to be, and J. Kinney stated that we would likely get more once the program's set up and the faculty can see what it is about.
- K. Hull also stated that there are faculty already working with undergraduates on research projects who might be willing to mentor faculty. J. LaPlant reminded everyone about the possibility of workshops. K. Hull suggested having GAs cover the office once the OUR (Office of Undergraduate Research) is set up. Deans can also assign faculty to help and that would give the departments a way to track the money they're donating.
- The QEP timeline was discussed next. Once VSU gets the okay from SACS, the QEP needs to be ready to implement. Most of the 5-Year follow up report will be based on the QEP. B. Gray suggested having annual reports to help monitor the program and make changes quickly if need be.
- K. Cragg suggested building money into the budget for the CIRP survey. It would be done with the first-year students, and then again in year three. This would give the committee a lot of data and would help in tracking resources. J. Kinney mentioned using gateway and capstone courses for local surveys – questions could be embedded in an assessment or a survey can be passed out. Or the faculty could be questioned instead. Information could also be gathered from the faculty self-reports that Chris Neasbitt is developing for SRA. K. Hull stated that useful information is on the graduate faculty application forms. K. Cragg said her office can help gather that information.
- B. Gray, chair of the budget subcommittee, asked when she would be able to start working on the budget. J. LaPlant stated that information will be available for her next week. The student learning outcomes and assessments needed to be fleshed out before the committee could decide what the funding needs are.

- Important dates were given to the subcommittee chairs before adjournment:
 - August 20, the SACS VP will be here to answer questions. A meeting will be scheduled for the subcommittee chairs to meet with him. When the details of the meeting are hammered out, the chairs will be notified.
 - Brief reports from each subcommittee need to be completed by July 24, in preparation for the SACS VP's visit. The reports need to include the subcommittee's discussions/suggestions/recommendations.
- The meeting was adjourned at 4:30 p.m.

vW