

## QEP Subcommittee Chair Meeting

July 15, 2009 – 1:00 p.m.

### Alumni House

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Members present: James LaPlant (Committee Chair), Barbara Gray, Kristina Cragg, Jane Kinney, John Trombetta, Deborah Davis, Karla Hull

- \* K. Cragg reported that she had spoken with the SACS VP and the following items need to be presented during the visit:
  - An expanded abstract (no more than 4 pages) that outlines the key components of the QEP:
    1. Measurable student learning objectives
    2. Strategies aimed at achieving each objective
    3. Resources needed to carry out the plan
    4. Timetable illustrating what happens to student cohorts involved the plan
- \* A reminder that the subcommittees need to have their individual reports done and submitted to J. LaPlant by July 24. These reports will be circulated to the Deans, Department Heads, and Directors. The committee chairs need to have a four-page report ready for the SACS VP by August 13.
- \* When the budgeting subcommittee meets, they need to discuss the following items and put them in their report to the Committee Chair:
  - Categories of existing money and new money
  - K. Cragg mentioned that once VSU is reaffirmed, the SACS budget may (*may*) become available for the QEP. K. Cragg will check on the amount and discuss with Dr. Levy.
  - An overall estimate of money coming in and going out
- \* Tasks for the Phase II committee were discussed next:
  - Creation of job descriptions for QEP Coordinator and Graduate Assistants
    - In addition to a QEP Coordinator, there has been a discussion about an assessment coordinator who might receive a one course release per semester – this is a part-time position.
    - The committee also discussed having an advisory board in place for the Coordinator: possibly the Phase III Task Force
    - Summer support for the QEP Coordinator will need to be addressed since the position will entail responsibilities throughout the summer months.
  - Scout for office space
  - In relation to organizational structure, a key issue is who the QEP coordinator will report to.
  - The committee will consult with the Registrar about getting notations put on student transcripts if they complete a research track.
- \* K. Hull submitted a Literature Review source handout to the committee.

\* The meeting adjourned at 2:00 p.m.

VW