

## QEP Subcommittee Chair Meeting

September 22, 2009

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Members present: James LaPlant (Chair), Jane Kinney (Ex Officio), Barbara Gray, John Trombetta

1. The QEP information sessions concluded yesterday with about 35 faculty members attending across all four sessions. J. LaPlant stated that good questions and suggestions came up and that he's looking forward to great proposals coming in.

2. Operational Items for Discussion:

*A. Do we want to propose three years of Calls for Proposals?*

- Three years is an extended amount of time to keep up with assessments. J.Kinney suggested keeping the idea open. We have \$200,000 from Planning and Budgeting for the first year projects of the QEP. We could make a request for a second year of funding around 200K, and then ask for funding for the third year if it's successful.
- President and Provost may not fund activities outside of the QEP (proposed before the QEP was pared down)

*B. Should we keep the QEP Coordinator and Assessment Coordinator on the table?*

- The QEP Chair from Baylor strongly suggested through experience that we have one.
- The faculty will need someone to help them navigate the system for the grants and administrative duties, as well as have someone knowledgeable about assessment.
- The QEP Coordinator will require staff support as well, possibly part time. This person will keep things organized and put out the Calls for Proposals for the second year of the QEP.

*C. Campus-wide symposium to start in spring 2012?*

- Have something like a Scholar's Week with one college presenting on Monday, another on Tuesday, and so on.
- May not need to wait for QEP implementation, could get with the chair of the Faculty Senate Awards and Scholarships. Could start earlier than the QEP and be allied to it to encourage QEP participation.
- The committee would set goals for the symposium (participation, attendance, etc.) and those would be the assessments.

*D. Undergraduate research awards for faculty & students?*

- B.Gray asked if there is any cost other than the plaques; an awards system would have to be set up for students, but one is already in place for faculty.

E. *Website for undergraduate research opportunities?*

- This can be set up through the coordinator; make sure it's in the job description of either the coordinator or the office staff. J.Kinney suggested having a bulletin board on the site for posting information. Faculty can advertise for students who might be interested in working on research projects.

F. Summer Undergraduate Research Experience, online undergraduate research journal, and mini-grant program would be too much?

- Subcommittee chairs agreed that this would not be too much to handle for this committee.

3. J.LaPlant mentioned that he'll speak with K. Cragg, Provost Levy, and Traycee Martin about using the grant money that was awarded to him for the 6 faculty/6 students Summer Undergraduate Research Program, or if it must clearly go to the QEP. He will report back to the committee once he's spoken with them.

4. Charges for each subcommittee:

These were discussed briefly due to lack of time. What is listed below was written by J.LaPlant for the agenda.

**Literature Review/Best Practices**

- For the 3-4 projects that we select, connect the literature on undergraduate research that best fits the projects

**Assessment & SLOs**

- For the 3-4 projects that are selected, work with the project coordinators to polish student learning outcomes and assessment plans
- Articulate assessment for items beyond the selected projects (campus-wide symposium or a web site)

**Organizational Structure & Resources**

- Outline the organizational structure
- Articulate a budget
- *Note from the committee: Provide oversight for each proposal budget*

**Marketing/Outreach**

- Implement the plan articulated this summer

5. The next QEP meeting will be this Friday, September 25<sup>th</sup>, from 1 - 2 p.m. in the Dean's Conference Room. Meeting adjourned at 2:30 p.m.