QEP Team Meeting Minutes  
August 24, 2009, 4:35 p.m.  
Peabody Boardroom


Those absent: Meg Amstutz, Bob Boehmer, Paul Chambers, Jane Gatewood, Pam Kleiber, Jean Martin-Williams, Bill Potter, Shannon Scott

Rodney Mauricio called the meeting to order at 4:40 p.m. and introduced three new team members: Katie Barlow, Bill Vencill, and Heidi Leming.

The team then approved the minutes of the April 27 meeting.

Rodney reminded the group that their charge for this year is to fully develop a Quality Enhancement Plan. From now on, we will use the term QEP in place of Student Learning Initiative, since that is the official SACS title.

Several working groups will be formed, and everyone has been assigned to one or more groups. Brief job descriptions for the groups were included in the packet emailed to the team prior to the meeting. Each group is responsible for scheduling its meetings and selecting its chair. Working groups are to keep Rodney, Bob, and Jan informed as to meeting arrangements and the identity of their chairs.

David Lee asked if the entire team could meet to discuss ideas related to the program design since it would be beneficial to have everyone’s input. Rodney agreed that we should schedule a meeting within the next week and a half. He asked Jan to work on finding a date.

Several people had questions about various aspects of the working groups and their assignments. One question had to do with a shared concern about how the faculty would respond to a call to teach first-year seminars, especially if those are for two hours credit. David Lee reminded everyone that the team should design what they determine is an optimal plan, keeping in mind that our plan must be scalable.

Paige Carmichael asked why there are separate groups for learning outcomes and assessment of those outcomes, especially when the membership of each was almost identical. Allan Aycock replied that SACS asked for each area to be addressed separately, and we used the SACS outline as the basis for establishing working groups.

Jan reminded the team to be sure to let her know when the working groups planned to meet and to identify chairs for each.

The meeting was adjourned at 5:10 p.m.
Respectfully submitted,

Jan Wheeler