QEP Team Meeting Minutes  
September 20, 2010, 3:30 p.m.  
Peabody Boardroom  


Those absent: Cheryl Dozier, Pam Kleiber, Jean Martin-Williams, Bill Potter, Steve Wrigley  

Rodney Mauricio called the meeting to order at 3:30 p.m. and asked that the team approve the minutes from the April 26 meeting. The minutes were approved.  

Rodney and Bob Boehmer then reported on the status of the QEP draft, including its approval by the SACS Leadership Team on July 20 and its movement through the university governance process. Rodney emphasized that the QEP still is a draft, not a final document. He encouraged the team to review it on the website (qep.uga.edu). The University Curriculum Committee unanimously approved both the seminar course and the course prefix at their August meeting. With only one dissenting vote, the Executive committee agreed to include consideration of the QEP as a required course on the University Council’s September 23 agenda. At that meeting, David Shipley will make a motion that the Council approve the establishment of a requirement that all first-year undergraduate students enrolling fall 2001 and thereafter must successfully complete the first-year seminar by the end of their first year.  

Rodney anticipated that there would be some discussion among University Council members on the motion. He asked team members to attend the Council meeting on Thursday, September 23, at 3:30 p.m., in the Pharmacy building.  

Next, Rodney introduced new QEP Team member Josh Delaney, current Student Government Association president.  

On Tuesday, Rodney will make a presentation on the QEP to the Franklin College Faculty Senate.  

Alumni representative Paul Chambers reminded the team that the Alumni Association survey was an important factor in the decision to select the first-year seminar as our QEP. Paul then read a letter from Alumni Association president Vic Sullivan in support of the QEP.  

Rodney informed the team that he has met with Josh and other SGA representatives about the QEP. Josh will request that the Student Senate endorse the plan. According to Josh, Connor McCarthy, former SGA president and QEP Team member, encouraged him to participate on the team.  

Both Paul and Josh stated their willingness to read their respective letters of support at the University Council meeting on Thursday.
Bob Boehmer reported on the status of the SACSCOC reaffirmation process. Bob delivered copies of the Compliance Certification to SACS on September 9. On the same day, copies were mailed to members of the off-site review team. Bob thanked Allan Aycock, Jan Wheeler, Denise Gardner, John Albright, and Sharron Hannon for their help in meeting the September 10 deadline. He also expressed his thanks to Barb White for all of the work performed by EITS. The Compliance Certification is over 500 pages long with more than 2,400 supporting documents running 15,000 pages. Bob then held up a stick drive to demonstrate how all of that information is now accessible in a very small space. Off-site reviewers also received print copies and instructions about access to our SACS website.

Bob recognized Fiona Liken as well as all of the academic units and the SACS Leadership Team for their years of work. Finally, Bob acknowledged the contributions made by the Office of the Vice President for Student Affairs and the Office of Service-Learning.

The off-site review team will meet in Atlanta November 3 through 5 to review our Compliance Certification. They will issue a request for a focused report that we will complete and submit to SACS prior to the holidays. The on-site visit will take place during the first week of March. While we have accomplished a great deal, we have more to do.

Bob explained that the on-site review team would be headed by Robert Witt, president of the University of Alabama, and would include SACS vice president Tom Benberg, along with several reviewers and a lead evaluator. The reviewers will concentrate on the focused report, the Federal Requirements section of the SACS Principles, and the QEP. We hope to minimize the time spent on the first two items so that the primary focus will be on the QEP. The review team will meet with the QEP Team. Rodney stressed the importance of the on-site visit to the overall reaffirmation process.

Sharron Hannon distributed copies of the September 20 *Columns* article on our compliance certification. On October 4, stories about the University Curriculum Committee actions and the University Council meeting will appear. As appropriate, Sharron will issue external news releases. A budget exists for educating the campus about the QEP. For example, at the first of the year, banners will be hung from lamp posts, and tent cards will be posted in the dining halls. It is very important to the success of the on-site visit that there is a general awareness on campus about the QEP.

Rodney will ask Cheryl Dozier to convene the Communications Working Group soon.

Bob distributed a handout from SACS that explains the process for nominating a lead evaluator to serve on the on-site review team. The person we nominate must not have any of the affiliations prohibited by SACS. The lead evaluator plays a key role during the on-site visit, working with the review team to help them decide if we meet the SACS requirements. Bob would like to find a nominee very soon and asked the team to forward their suggestions to him. The Leadership Team will approve any candidates that we forward to SACS.

Rodney asked Jan to send the team a reminder about the position. Bill Vencill said he has someone in mind and will forward that person’s name to Bob. Rodney stated that we would like to have someone from a large institution who has experience with a program similar to our QEP.

In terms of our remaining QEP timeline, Bob highlighted the following dates:
January 7. Bob drives QEP to SACS.

December 15. Office of Academic Planning delivers QEP to printer.

December 10 – 15. Office of Academic Planning completes final editing and formatting of QEP.

December 6 – 10. Leadership Team meets to approve QEP.

Pre-Thanksgiving Break (mid-November). QEP Team meets to approve the nearly final QEP draft.

Bob added that Laura Jolly and her office have been charged with developing the implementation portion of the QEP. Dr. Jolly and a small group have been working on this: Fiona Liken (curriculum), Leslie Gordon (director position description), Ann Crowther (advising), and Nelson Hilton (faculty development and support). The group will expand soon in order to have more broad-based input from campus. Additions to the group will include representatives from admissions, registrar’s office, freshman college, student affairs, student government, QEP Team, and Sharron Hannon. This larger group will begin meeting soon to discuss and review the current draft of the QEP in terms of taking action. They will address the question: “What must we add to the QEP to make it doable?” They will also look at other institutions with similar programs and will meet with various campus groups.

Fran Teague recommended that they meet with Franklin College faculty.

Rodney commented that the process will be an iterative one. The implementation plan should be complete by the end of October or early November.

David Knauft asked about the timetable for hiring a director. Laura replied that the target date is mid-October.

Rodney then highlighted two sections of the QEP that need additional work:

1. Literature review. Must support closely the plan as now written. Pam Kleiber and her team have met, and additional work is under way.

2. Learning outcomes and assessment. Rodney has convened the working group combined with the general education committee. He will soon turn over the development of an assessment plan to Denise Gardner and Allan Aycock.

Fran will begin working with Laura on the wording of the implementation section.

Rodney reminded the team that as we move toward implementation and beyond, the QEP will be modified to make it successful.

The meeting was adjourned at 4:35.

Respectfully submitted,

Jan Wheeler