QEP Team Meeting Minutes
September 21, 2009, 3:00 p.m.
Peabody Boardroom, Administration Building


Those absent: Meg Amstutz, Katie Barlow, Paul Chambers, Cheryl Dozier, David Knauft, Marisa Pagnattaro, Bill Vencill, Barb White

Rodney Mauricio called the meeting to order at 3:05 p.m. and asked that the minutes of the previous meeting be approved as distributed. The minutes were approved.

Allan Aycock presented a tutorial on Sakai, and a supporting handout was distributed. Irwin Bernstein asked that members be notified when a new document is added to Sakai, and Allan agreed that our office would do this.

Rodney then called on the chairs of the working groups to update the team on their activities to date.

Assessment. Joe Broder reported that the group will be looking at a variety of learning outcomes used both at UGA and other institutions. Benchmarks will be established, and at some point we will have something to measure. Jere Morehead asked if the National Survey of Student Engagement (NSSE) would suffice for assessing the climate at UGA. Joe said that his group will keep it in mind and that we can probably use it in some way. Denise Gardner concurred. The Cooperative Institutional Research Program (CIRP) would also be a possibility, according to Allan. David Lee added that we should probably use some more direct measures. Fran Teague suggested that Christy Desmet should be involved due to her work with data gleaned from English 1101, 1102 students.

Budget. Jan Wheeler reported for Barb White. Barb and David Knauft have met to discuss elements of the budget. Jan met with Chris Miller to explain the context of the budget in the QEP and to learn about suggested deadlines.

Communications. Shannon Scott reported for Cheryl Dozier. The working group has met. An article written by Sharron Hannon will appear in the September 28 edition of Columns. There was some discussion about the possibility of a faculty survey and also a means of getting student participation.

Editing. Fran Teague recommended a participatory process for editing the QEP.

History. Fran reported for Meg Amstutz. The history section, going back to the Knapp administration, is nearly complete.

Learning Outcomes. Paige Carmichael reported that the Learning Outcomes working group had met with the Assessment group, since there is overlap between the two. They are taking a close look at peer and aspirational institutions. Paige distributed a handout and asked for feedback from the group, stating that
the report is a living document. Fran Teague suggested that experiential learning be included in some way in the QEP.

Program Organizational Structure. Shannon Wilder stated that the group likes elements of the structures at the University of North Carolina, Chapel Hill, as well as the University of Texas, Austin. At this point the group favors the idea of a structure wherein the office that would oversee the QEP would report to the Office of the Vice President for Instruction, with an additional connection to Student Affairs. The group is also looking at potential collaborators among current UGA programs for first-year students.

Literature Review. Pam Kleiber reported that librarian Caroline Barratt and Heidi Leming are working on the review of the literature and best practices. Pam has also asked Libby Morris, Institute of Higher Education, to assist. Pam explained that we are taking a broad approach to this work this semester; next semester her group will work toward a more focused review that will apply directly to the QEP which must be selective due to space constraints in the plan submitted to SACS. Pam met with the Program Design working group earlier in the day and found that helpful. She plans to schedule an open meeting of the Literature Review working group for Monday, September 28, and encouraged all team members to attend.

Program Design. David Lee distributed a handout that outlined key elements of the proposed QEP as well as items that the team must consider and finalize. Much of the discussion that followed had to do with faculty compensation, including the possibility of release time. While there was considerable interest in considering the issue of release time for faculty, the consensus was that we would not make that recommendation. There was also agreement that compensation could be in the form of pay or support such as travel, computers, research assistants, etc. The amount of compensation was not determined. The team agreed that recruiting the large number of faculty that will be required to implement a mandatory seminar will be a major challenge, but that we will devise ways to secure commitments from excellent and dedicated faculty.

There was also considerable discussion on the number of credit hours and the number and choice of semesters. There was consensus that all summer and fall-entering students should take seminars in fall, but that spring seminars should be offered for spring-entering students. Students entering in fall and summer who wished to take the seminar in spring would have to petition for that privilege. Exceptions would be granted only under extenuating circumstances. There was also support for continuing consideration of the two hour option.

There was consensus on the point that we will not include transfer students in the program.

Fran suggested that we should consult with Housing to get their ideas and with Jody Hall about scheduling considerations.

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Jan Wheeler