

QEP Writing Team
Meeting Minutes
Friday, May 6, 2011

Attendees:

Steve Lerch, Joe King, Laura Jacobsen, Rick Slavings, Lee Carter, Ann Roberts, Tim Filbert, Erin Webster Garrett, Monica Weinzapfel, Tony Ramsey, Pat Shoemaker, Iain Clelland

Introduction

Meeting was called to order by Steve Lerch, SACS Consultant. His role will be to manage, not lead the QEP development process.

Introduction of Team Members: Laura Jacobsen, Lee Carter, Ann Roberts, Tim Filbert, Erin Webster Garrett, Monica Weinzapfel, Tony Ramsey, Iain Clelland (Lee Hicks was unable to attend.)

Teaching faculty were asked to make sure their chair or director is aware they are serving on the Writing Team; compensation for fall will be either one course reassigned (with chair's permission) or \$3,000. Let Steve or Suzie know which option is selected.

The Task at Hand

Reaffirming Accreditation:

- Certification of compliance: confirms we are doing what we are supposed to as a University. Includes critical sections on institutional effectiveness and faculty credentials; has been underway for approximately one year, and will be submitted in September. RU has employed an outside reader to provide feedback before materials are submitted.
- Quality Enhancement Plan: looks forward; gives RU opportunity to enhance overall quality and effectiveness and focus on an issue the University feels important to student learning. Will be submitted early in 2012.

QEP must:

- Focus on student learning
- Be consonant with University mission (can build on something we are already doing)
- Be doable with available University resources

Parts of the QEP:

- Description of process leading to selection of topic: can expand upon memo to President Kyle and cabinet (Steve has framework and can author this part). Scope: QEP not expected to touch every student, but should be perceived as significant to the institution and a major enhancement to student learning. Should temper idealism with realism.
- Definition of student learning outcomes: can include changes in knowledge, skills, behaviors and/or values. Within the context of its own particular culture an

institution must specify realistic, measurable student learning outcomes appropriate for its topic.

- Researching topic: other institutions have done QEPs on similar topics; should examine, but not copy their work, finding fits for the RU culture. Through research on topic, will recommend and nominate a lead evaluator who will be part of the QEP on-site team that will make recommendations about QEP implementation.
- Identification of strategies to achieve outcomes; e.g., may want to implement a common reading
- Creation of timeline for implementation – will begin no earlier than Spring 2013
- Identification of individuals responsible for QEP implementation
- Identification of financial and human resources required for implementation, especially keeping in mind time costs—must consult with Office of VP for Finance
- Developing a plan to assess success of QEP; i.e., are we doing what we said? What's working? Not working?
- Preparing the QEP for submission. (Steve Lerch can serve as final editor; will share penultimate draft with outside reader.)

In QEP, must avoid:

- Writing a plan that is unfocused.
- Writing a plan that is too complicated or attempts to do too much.

Reiteration of “Citizen Scholar” theme RU has chosen (Tim Filbert)

- Implies transformative learning; applies classroom learning to students’ real world engagements; has potential local, broad and global implications
- Term “Public Scholarship” often used to describe theme
- Why the topic was selected: it is part of RU mission and strategic plan; emphasizes importance of investing in [other people’s] lifetimes as well as our students’.
- Can boost RU image-students get excited when real world issues are applied to what they like/have learned

Logistics

Tentative QEP timeline:

- First draft (or at least key pieces of first draft) complete: September 1
- QEP vetted with campus: through November 18
- Penultimate editing: through January 16, 2012
- Final review/approval and editing: through February 1
- QEP sent to SACS: no later than February 6
- SACS on-site visit: March 27, 28, 29

Summer meeting schedule:

- | | | |
|-----------|------------|-----|
| • May 20 | 9:00-12:00 | TBA |
| • June 3 | 9:00-12:00 | TBA |
| • June 10 | 9:00-12:00 | TBA |
| • June 22 | 9:00-12:00 | TBA |
| • July 5 | 1:00-4:00 | TBA |
| • July 22 | 1:00-4:00 | TBA |

- | | | |
|-------------|------------|-----|
| • Aug 12 | 9:00-12:00 | TBA |
| • August 19 | 9:00-12:00 | TBA |

Elected Co-Chairs: Tim Filbert and Erin Webster Garrett

- Will attend annual SACS meetings in Orlando in December
- Will serve as “faces” of Team, meeting with Faculty Senate, RU administration, SGA, AP Senate, SACS team, etc. as needed

Erin Webster Garrett will ask Charlie Cosmato to create a D2L site on which the team can post and share documents.