

QEP Writing Team  
Meeting Minutes  
Friday, May 20, 2011

Attendees:

Lee Carter, Iain Clelland, Tim Filbert, Erin Webster Garrett, Laura Jacobsen, Joe King, Steve Lerch, Tony Ramsey, Ann Roberts, Suzie Roop, Monica Weinzapfel

Meeting was called to order and agenda distributed by Tim Filbert at 9:00 a.m.

**Opening remarks by RU SACS/QEP Leadership Team:**

- Steve learned that our student representative, Lee Hicks, is a QUEST assistant. He should be able to attend our June 22, 2011 meeting to provide the much needed student representation on this committee. Also, Steve will contact Randi-Lyn Randall, the past SGA president, to see if she can join the QEP-WT.
- A decision was made not to talk about resources today. However, a member of Richard Alvarez's office will be available to attend a future meeting to help us develop a budget.
- Steve spoke with Christy Jackson in University Relations to alert her to the QEP project. Steve recommended that she assign a liaison to help us develop a plan to publicize the QEP internally and to issue occasional press releases.
- Steve announced that teaching faculty on the QEP-WT will receive summer stipends on June 16, 2011.

**The QEP-WT reviewed the May 20 minutes. Common themes from Team members' perspectives:**

- Need to get different constituencies working together
- Need to bring what we have to offer from inside the University to the outside and vice versa
- Need to get people excited
- Need for operational definitions that will resonate
- Need to establish consensus across campus
- Need to develop a QEP-WT mission statement
- Need to abide by standards on page 40 of SACS document
- Need to put in our own words: what do we truly want to do? The answer to this question (having a common language) will give focus to the messages we send to campus. *Team members were asked to answer the question in their own words for the June 10 meeting.*

Motion made and seconded to approve the minutes from the May 20, 2011; the motion passed.

**Literature review—Discussion of Readings**

- Value of "Democratic Engagement" model vs. "expert" model.
- Implications of "Social Entrepreneurship": more than service learning. Need to learn the culture first and work with the community; finding out how we can contribute before making assumptions. Use of campus and community expertise for mutual benefit
- Potential to achieve transformational change in campus and local culture
- One possibility: set up a single office to serve as a "citizen scholars" project clearinghouse
- Must define the word citizenship, since it has different connotations
- QEP should complement what we are doing well right now and not start something new
- Citizen Scholars is the theme and not necessarily the QEP title

**Operational definitions:**

Key terms from D2L discussion threads were distributed and discussed:

- Citizen Scholar
- Community-informed practice
- Stewards of place
- Civic life/responsibility
- Community
- Civic engagement/democratic engagement
- Civic leadership

Need especially to come to a shared understanding of what is meant by “citizen scholar,” possibly relying upon QEP prospectus, RU mission statement, and 7-17 references to citizenship and civic engagement. *Tim proposed the creation of a D2L discussion thread on this topic.*

### **Stakeholder/Constituent Engagement in QEP Planning:**

QEP-WT identified stakeholders/constituents with whom we need to consult soon.

- QEP Writing Committee
- SACS Leadership Team
- Faculty
- Provost
- Academic Deans
- CCAC & Director of the Core
- Department Chairs
- Students

Important question for the stakeholders: How will they judge the effectiveness of our work? Stakeholders will likely inquire of QEP-WT: what do you want from us or for us to do for you? We need to be clear about our objectives and the questions we will ask.

As we consider stakeholders, we must distinguish between those from whom we can obtain input before the draft is written (i.e., those available this summer, who will be asked to represent stakeholder groups) and those with whom we will need to vet the draft in the fall.

All department chairs are here during the summer, they represent a good group from whom to begin to solicit feedback. A suggestion was made that we contact the chairs and deans, asking for meetings at which we will pose a common set of questions.

### **Engagement/Outreach**

- Erin contacted Jaime Hunter in order to develop the web presence for the QEP. According to Jaime, we can create an organization/group website for the QEP-WT.

### **Timeline – review and discuss**

- Erin distributed a “draft” of the timeline for this project. Immediate “Next Steps”:

- *Everyone should contact their deans before the June 10<sup>th</sup> meeting to set up a meeting with their college leadership team between June 15 and July 1.*
    - Meetings of approximately two hours should be scheduled.
    - Team members will attend these meetings in pairs, based upon availability; *everyone should bring schedules at the next meeting to select their partners.* Interview pairs should consider borrowing voice recorders from the Library to supplement notetaking.
    - At the June 10 QEP-WT meeting, we will finalize a common set of questions that will be asked; *Team members should bring potential questions to that meeting.* Questions will be shared with leadership teams in advance—hopefully, as soon as Monday, June 13.
    - Interview pairs will digest the information gathered from the leadership team meetings and condense it into synopses of no more than two pages, which will be shared at the July QEP-WT meeting.
    - Steve will email the deans and inform them to anticipate a call to set up a meeting.
  - We should dovetail information we obtain from leadership teams with that we might obtain in a broader survey of faculty.
  - In July, we will need to divide into sub-committees for the writing process.
- **Big Picture overview:**
    - Started the project in October 2010; our deadline is February 6, 2012. According to SACS, the first draft of the document focuses on actions and not on changes in values, knowledge, etc. Typically, there is a major refinement of the student learning outcomes as the QEP is implemented.
    - Steve has asked Lee for a slot for the August Our Turn to share the QEP’s development at that time. Erin discussed the process of assembling a bibliography of current research, the need for engagement of colleagues in development of executive summaries, and the need to have conversations with current practitioners. In the fall the QEP draft will be revised, with the draft being finalized in January 2012
    - A question was raised, and left unanswered, as to whether we can purchase resource materials for the use of the QEP-WT.

#### **QEP Evaluator:**

As soon as possible, we need to identify someone who is an “expert” in this topic; it could be the author of one of our resource documents. This person needs to be approved by SACS; it might be someone we know or someone from an institution that has a QEP like this, possibly Appalachian State or Duke. The evaluator need not necessarily be from the southern region. It cannot be anyone who has a Radford connection or resides in Virginia, and he/she cannot be used as a “consultant” in the development of the QEP.

#### **Review actions/assignments:**

- *Can post potential questions for leadership teams on D2L before next meeting.*
- *Need to (soon!) come to a common understanding: what does “citizen scholar” mean? At this point we are gathering an inventory of what people think it is. Hopefully, we can refine these ideas and then create learning outcomes reflecting it. We must remember that there is a lot of activity that we might link to the “citizen scholars” theme that is already occurring; this QEP gives us the opportunity to pull those activities together, guided by a clear statement of University philosophy. Part of the conversation with leadership teams should be taking an inventory of current student learning outcomes that can be linked to our theme.*
- *We need to give stakeholders some sense of direction this project is going.*

- *We need to begin to think about the QEP-WT's fall meeting schedule.*

**Focus groups with QUEST Assistants:**

- Steve will coordinate with Mike Dunn to set up a focus group with the Quest Assistants.

Meeting adjourned 12:10. Our next meeting will be June 10, 2011 in the I-lab in Walker Hall.

Minutes respectfully submitted by Suzie Roop