

QEP Meeting Minutes
Grants, Implementation and Assessment Teams
Tuesday, May 2, 2017
3:00pm, President's Conference Room
3rd floor Caspari Hall

Members present: Bill Brent, Roni Biscoe, Frank Hall, Vickie Gentry, John Dollar, Christopher Gilson, Greg Handel, Lilly Pharris, Carla Howell, Dustin Hebert, Lisa Abney, Jafar Alsharb, Misti Adams, Leah Forsythe, Jarrod Sanson, Katrina Jordan, Jason Powell, Thomas Reynolds and by phone: Laura Aaron, Debra Clark, Maxine Johnson, and Corey Trahan.

Bill Brent:

- Today's meeting is about the implementation plan and dates to start the process for the QEP. We will open with a general discussion about the rubrics for the SLOs, and that they must be coordinated together in the grant application.

Vickie Gentry:

- There are three teams, each with 7 members:
 1. Faculty Grants Team
 2. Implementation Team
 3. Assessment Team
- Over the next 4 years, every degree program will have Experiential Learning. We originally selected 3 out of the 10 listed, but added a 4th:
 1. Internships
 2. Research
 3. Performance based event/project, or experience abroad
 4. Service Learning
- Each team member will receive a small stipend for this work.

Chris Gilson:

- **Faculty Grants Team:** In the packet there is a template for the grant application and program questionnaire; the chair has an electronic version as well. The main purpose is to ensure the program is ready to go forward in this process and that all are on board. There will be money available for professional development activities as deemed necessary. This process must be fully implemented by Fall 2018, so please see the dates and forms listed in the packet.

Vickie Gentry:

- There will be a \$3,000 grant for work to do the curricula. The coordinator gets \$2,000 and there is an additional \$1,000 for travel, etc. All will be submitted to the QEP Director.
 - Group discussion: Each program will have 1 QEP Coordinator. Faculty Grants Committee will review applications, and approve or return them back to program if revisions are necessary.

- The budget is a concern, but answers will unfold as we go through the process.

Bill Brent:

- The next meeting will be Tuesday, May 9, 2017, at 3pm in the Henderson Conference Room.
 - Group discussion: Debra Clark: Rad Sciences is a pilot program. When will we get our feedback from the surveys? We are still collecting the data, maybe the first of June.
- I have a hard copy and an electronic copy of the draft of the QEP book if anyone is interested.

Vickie Gentry:

- Since the QEP book is not complete, and still a work in progress, it cannot be on the QEP website yet.
- **Implementation Team:** Each program is adding a capstone experience. We must use the “Eight Principles of a Good Practice,” which is in your packet, and we must show that we are meeting these principals.
 - Group discussion: The Implementation Team will review all the curricula by using the rubric. These activities must be complete and approved before submitting to the CRC. We will need a template or a check list to spell out how this course will be meeting the Experiential Learning rubric. The Implementation Team will then be able to use a standard form when reviewing each program. Maybe at least 50% need to be at a level three. One of the responsibilities of the Implementation Team will be to send the form back for revision if it doesn’t meet the established benchmark.

Chris Gilson:

- Please review the timelines established for each of the three teams; this is important. Deadlines must be met to facilitate submissions to CRC. If CRC doesn’t approve, there will be an emergency CRC meeting requested/called to review revised proposals.
 - Group discussion: Is the Implementation Team adding service learning as a formal requirement? Service learning will be encouraged throughout all of the programs. We have the impression that many programs are already doing this, but that service learning will have to be linked to the individual program with intent for the career and tied to the QEP. Data related to service learning has not been collected since 2012, however, a process to collect these data has been reestablished.

Vickie Gentry:

- The SACS on-site team kept asking what are we doing to prepare the students for the capstone course? They kept suggesting service learning to prepare the students along the way for the capstone. We can also use internships, etc.
- There will be students named to the 3 teams. A list of all of the teams will be sent to all

Katrina Jordan discussed the Implementation Team:

- We have direct and indirect assessments in place.

- Direct Assessment – SLOs- training will be done but no dates have been set the at this time. Data collected will go to the program coordinators, please see pg. 41 of the QEP document. Hopefully the faculty rubrics will have been done. We need to gather those done for the students this spring in the pilot programs and get the rubric to Frank Hall by June. Roni Biscoe will follow up with Rad Science.
- Indirect Assessment of SLOs – surveys will be sent to students, faculty, and administrators to assess their perceptions.

Bill Brent:

- Next Tuesday's meeting is with the Grant Coordinators and all are welcome to attend.