

QEP Meeting Minutes  
re: Grant Coordinators/Pilot Programs  
Tuesday, May 9, 2017  
3:00pm, President's Conference Room  
3<sup>rd</sup> floor Caspari Hall

Members present: Bill Brent, Vickie Gentry, Roni Biscoe, Nabin Sapkota, Margaret Kilcoyne, Kristine Coreil, Betsy Cochran, Kim McAlister, Lily Pharris, Carla Howell, Matt DeFord, Ali Ahmad, Ramona Wynder, Sharon Joy, Jobina Khoo, John Dollar, Misti Adams, Jafar Alsharab, Christopher Gilson, Katrina Jordan, Jarrod Sanson, Jason Powell, student Ieshia Thomas, student Mary Peltier, and by phone: Michelle Fazio-Brunson, Maxine Johnson, Corey Trahan, Leigh Ann Myers, Joel Hicks, and Debra Clark.

Bill Brent:

- Today's meeting we will be talking about the grant application process and speaking with the pilot program faculty.
  - Group discussion: Pilot program faculty want to know if all the student survey responses were in.

Roni Biscoe:

- The survey responses for students is at about 50%; some students took it very seriously, using between 28 minutes to an hour to make their responses. We can't tell who has taken the survey by name, only by program. In the future, we plan to have students identified as they take the survey.

Bill Brent:

- We are working on making the survey mandatory as they complete the program.

Christopher Gilson:

- We are working on assembling draft applications for each program and the QEP Coordinator for each program will be responsible for completing it. The purpose is to ensure that program faculty have met, discussed, and are all on the same page for goals, and that these meeting minutes are submitted with the grant application. Then the QEP Coordinator will receive the approved grant. To ensure changes are meeting the minimum requirements we have a template for the Implementation Team to help judge the approval of the curriculum changes.
- Once the grant is approved, \$1,000 is available for supplies and equipment, as well as \$1,000 for being the Program Coordinator.
  - Group discussion: The pilot program is to submit the application to the Implementation Team by showing they are meeting the "Eight Principals of a Good Practice" by November 1<sup>st</sup>.

Vickie Gentry:

- We need you to submit your grant applications. The fall 2018 programs are due by May 31<sup>st</sup>.

- We will work with faculty to revamp programs to implement the experiential learning and use the rubric to submit to the Implementation Team. We will use faculty professional development, etc., in the fall to help faculty implement new ideas.
  - Group discussion: The proposal with syllabus plus template will go to CRC after the Implementation Team has approved. The template is to show how the program has implemented the 8 Principles. This is due by November 1<sup>st</sup>.

Vickie Gentry:

- Each program must have 6 hours of experiential learning, which can be split out in different ways.
  - Group discussion: Why 6 hours?
- After all the meetings we have had, as a group we decided it needed to be equivalent to 2 courses. Those 6 hours can be split however you feel best for your students in your program. Some are doing more than 6, but 6 is the minimum. We had to make a decision and now we have to move forward and respond to SACS by August 8<sup>th</sup>.

Bill Brent:

- Any questions regarding the grant application budget from the 2017/18 applicants?
  - Group discussion: What equipment would be related to this? A faculty member could use part of the grant (\$3000) to purchase, as an example, an iPad. Does the faculty have to meet and approve the curriculum before the application deadline of May 31<sup>st</sup>? Yes, you must meet and submit the minutes with the application.
- Keep aware of your deadlines depending on what team you are on; team deadlines are in your handouts.
  - Group discussion: What if we submit our SLOs for our program but the Grant Team doesn't like them?
    - Chris Gilson: That really shouldn't be a problem. The Grant Team is just making sure you are meeting all the requirements and that the process is moving along. The Implementation Team may ask questions or meet if they see a serious issue; otherwise it should be fine. Fall faculty development will help train everyone, but pilot programs are just having to move forward quickly with no experience. Planning and alignment of your curriculum to the 8 Principles will be submitted to the Implementation Team by Nov. 1<sup>st</sup>.

Bill Brent:

- Meeting dismissed.
- We will now meet with the faculty in the pilot programs. Pilot programs will use criteria for SLOs and decide how you'll measure each benchmark.

Vickie Gentry:

- We need to have some sessions soon on how we are going to do this.
  - Group discussion: Both rubrics must be used for each student. Each program and/or individual faculty member may interpret these very differently. We may need to bring in an expert or have more group discussions on the interpretations.

- What do you all think about the stipend? 12-month faculty are still here, so what about our 9 month faculty?
  - Group discussion: I am happy to take \$3,000 over the summer to do paperwork! For programs with concentrations, how do you not have different Capstones?
- Talk to your Dean, because we can only do it by program. One of the Principles is preparation towards the Capstone. The six hours may be early on in preparation for programs with different concentrations.
  - Group discussion: We can't do that for the BSN and the RN to BSN because the courses are so different, even though the degree program is the same.
- We need to meet and discuss the options. We must ensure the alignment of the assessments in the rubrics for the 2 SLOs. The deadline for this for the pilot programs is June 14<sup>th</sup>.