Fayetteville State University
SACS Quality Enhancement Plan Committee
Meeting Minutes:
January 5, 2010
2:15 PM

Opening:

The meeting of the SACS Quality Enhancement Plan (QEP) Committee was called to order on January 5, 2010 at 2:15 PM in SBE Room 113 by SACS Liaison and Self-Study Director Marion Gillis-Olson.

In Attendance:

Sherrice Allen
Erin White
Beatrice Carroll
Phillis Morgan
Indira Tyler
Jane Peacock
Assad Tavakoli
Blanche Radford-Curry
Bee Yew
Kimberly Smith-Burton

I. Sharing of information gained from the SACS Annual Meeting
   • Proposal For Changes in CR2.12 QEP Passed December 2009
      - Eliminate items 3, 4, & 5 from the existing CR2.12 so that it reads as follows:
         o “The institution has developed an acceptable Quality Enhancement Plan that includes an institutional process for identifying key issues emerging from institutional assessment and focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution”
      - Include items 3, 4, & 5 in a new CS 3.3.2 that reads as follows:
         o “The institution has developed a QEP that (1) demonstrates institutional capability for the initiation, implementation, and completion of the QEP; (2) includes broad-based involvement of institutional constituencies in the development and proposed implementation of the QEP; and (3) identifies goals and a plan to assess their achievement.”
A PowerPoint from Johnson C. Smith that described steps in developing QEP topics. The steps are:

1) Identifying Key Informants and Knowledge Leaders
2) Elicit Knowledge and Opinions
3) Organize Knowledge and Opinions
4) Building the Conceptual Framework
5) Turn Data to Meaning
6) Turn Meaning into Action

A sample from Western Carolina University of a QEP Quick Study Guide included:
- What is a QEP?
- What is WCU’s QEP?
- How was this topic chosen?
- Will all students at WCU be involved in the QEP?
- When did the QEP begin?
- How will it affect faculty and staff?
- How will it impact students?
- What are the specific learning outcomes?
- How will these learning outcomes be assessed?
- How do I get a copy of the QEP?

A sample from Western Carolina University of a QEP Assessment Mini-Grants Call for Proposals 2009-2010 included:
- Purpose
- Goals
- How much can I ask for?
- How can I use the funds?
- How do I apply?
- What are my responsibilities if I receive a QEP Assessment Mini-Grant?

A sample from Western Carolina of a QEP Assessment Mini-Grant Application Form included:
- Names of Responsible Individual(s)
- Departments
- Provide a brief description of the assessment activity or activities for which support is requested
- Itemized Budget for Activity (e.g. car, airline, per diem, equipment/materials, etc.)
- Other funding sources and amounts for this project/activity
- Provide a brief timeline of activity/activities
- Provide a summary of how the results of this assessment activity will be shared with program faculty and/or staff
- Signatures
- Action by QEP Assessment Committee
II. New information was gathered that will impact the report given at the morning session regarding the committee’s report. The solicitation for ideas from those in attendance at the Mid Year Conference were read and sorted into themes by the committee. The results were placed in a chart as follows.

<table>
<thead>
<tr>
<th>QEP Theme</th>
<th>Votes</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>13</td>
<td>6.34%</td>
</tr>
<tr>
<td>Service Learning</td>
<td>8</td>
<td>3.90%</td>
</tr>
<tr>
<td>Online Literacy</td>
<td>8</td>
<td>3.90%</td>
</tr>
<tr>
<td>Career Development</td>
<td>14</td>
<td>6.83%</td>
</tr>
<tr>
<td>Community Involvement</td>
<td>9</td>
<td>4.39%</td>
</tr>
<tr>
<td>Reading Across the Curriculum</td>
<td>11</td>
<td>5.37%</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>11</td>
<td>5.37%</td>
</tr>
<tr>
<td>Student Support</td>
<td>16</td>
<td>7.80%</td>
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<tr>
<td>Global Learning</td>
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<td>5.37%</td>
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<tr>
<td>Personal Responsibility</td>
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<tr>
<td>Communication</td>
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<td>6.83%</td>
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<tr>
<td>Critical Literacy</td>
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<td>14.63%</td>
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<tr>
<td>Other</td>
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<td>5.37%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>205</strong></td>
<td></td>
</tr>
</tbody>
</table>

III. The next activities for the Committee

a. Solicit QEP ideas from currently enrolled students via student clubs and organizations; and from the community via the FSU Foundation, Board of Trustees and advisory boards to the various departments and programs. Volunteers from the committee are needed to allow this solicitation to go on most expeditiously.

b. Dr. Tavakoli will explore the possibility of using a research software package to sort the data received.

c. Identify the best means to survey a wide variety of persons about the final themes for the QEP.

d. Develop a flow for the approval of the final QEP theme.

e. Explore how the actual QEP will be written—by whom?

The January 5, 2010 Quality Enhancement Plan Committee meeting adjourned at 3:30pm.