

QEP Steering Committee Meeting Minutes

4/3/17

Members Present: Dr. Arturo Rodriguez, Dr. Chris Gissendanner, Dr. Christine Berry, Dr. Cyndy Robertson, Dr. Jessica Dolecheck, Dr. Mary Adams, Dr. Myra Lovett, Dr. Paula Griswold, Dr. Shannon Banks, Barbara Michaelides (Chair)

Members Excused: Dr. Cliff Tresner

Meeting began at 3:00 pm

1. The Chair presented the charge to the Steering committee charge and discussed the importance of the QEP to ULM. There was also general discussion about SACSCOC accreditation and the structure of the Executive Committee, subcommittees and their functions. The Chair explained that the QEP must influence student learning and student environment and be able to be assessed. She also explained that there would be changes to the QEP standards, but that those changes are not expected to be dramatically different. The Chair also emphasized the need for the plan to be transparent and to involve the community, students, faculty, and staff.
2. There was discussion of informational resources like ULM's past QEP, QEPs from other institutions, and general ideas for topics. Members noted that many of the institutions whose information was provided to them had topics related to writing.
3. The Chair presented the QEP timeline prepared by Dr. Camille. Due to the timeline and the need to reach people before the end of spring semester, it was decided to move quickly to establish a web page and an outreach plan for April and May.
4. Ideas on soliciting QEP proposals were discussed by committee members. The ideas discussed were use of a web page; the establishment of a possible QEP centralized email address; the need to capture creative ideas; the use of a survey (like Survey Monkey), school meetings, social media, yard signs, ULM events; reaching all constituents; holding forums; and establishing parameters for submissions.
5. The committee developed timeline for April and May to begin the process before the end of the spring semester. Teams were formed with specific tasks and deadlines. They are as follows.
 - a. Web page – Dr. Rodriguez and Dr. Robertson; Deadline – April 12
 - b. Forums (how to group, what to present) – Dr. Berry and Dr. Lovett; Deadline – April 13
 - c. Idea submissions – Dr. Dolecheck, Dr. Griswold, Dr. Adams; Deadline – April 12
 - d. Drives/Outlets (what to use to push information and solicit ideas) – Dr. Gissendanner and Dr. Banks; Deadline – April 13
 - e. Summer Service – B. Michaelides will contact Deans
 - f. Marketing – B. Michaelides will contact Lisa Miller
6. The committee members discussed the inclusion of a student member and a community member. Dr. Berry will reach out to the student identified, Ms. Kaitlin Neal. Ms. Michaelides will work with Dean Berry to identify a community member.
7. Meeting adjourned at 4:00 pm