

QEP Development Team

1/20/10

Present: Kris Evans <kde08a@acu.edu>, Allen Teel, Autumn Sutherlin <als03c@acu.edu>, Rob Byrd, Phyllis Bolin (chair), Brenda Bender, Scott Perkins, Mark McCallon, Jeff Arrington, Greg Powell, Jamie Goff.

1. Updates

- a. Kris Evans (Director of Strategic Marketing Development) and Autumn Sutherlin (Biology) are new members.
- b. Potential student member and alumni representatives approached, but not yet committed.
- c. Discussions beginning to develop a contest to have students submit designs for the logo for the QEP project. Phyllis meeting with Mike Wiggins, Brandon Young, and Kris Evans to invite them to help with critical review of submissions.

2. Sub-committee chairs

- a. Defining – Jeff Arrington
- b. Best Practices – Mark McCallon
- c. Marketing – Kris Evans

3. Committee Communication Plan & SACS Communication Plan (1/5/10 draft)

- a. Mid-February – President's office announcement
- b. 2/19 report to board committee. Hope for the defining committee's work to be concluded and integrated into report.
- c. Goal to be on agenda for each college meeting for a committee member housed in the college to give an update on QEP status.
- d. Team's student member report to SA
- e. A staff member on the team will arrange communication with Staff Senate and Front Line group.
- f. Blog established as means of pushing information out to broad ACU community. Sharing all info except budget. Kris to work on dividing between ACU login only info and public info. Phyllis, Jeff and Nancy will be able to post materials.
- g. Phyllis arranging meeting with Ken Pybus to prepare for future Optimist coverage.
- h. Discussion of how to gain input from alumni – Chris, as chair of Marketing Subcommittee, will help shape an outreach to alumni.
- i. Timeline (Marketing Comm. will help develop and communicate this timeline)

- i. Committee's work during spring semester prepares Phyllis to spend summer writing.
- ii. Draft ready to present and discuss across campus by September 2010.
- iii. Final document written and adopted by February 21, 2011, six weeks in advance of SACS on campus visit in April, 2011.

4. Subcommittees

- a. Sign up today. Begin meeting soon.
- b. Chairs cc Phyllis on all communications.

5. Sample materials provided (these will be available through blog)

- a. University of Houston – Discovery
- b. Marymount – discover
- c. Lincoln Memorial College
- d. ACU report – “Increasing Undergraduate Research at ACU”

6. Partnerships that might leverage resources and address common goals.

- a. Core Committee
- b. Undergraduate Research leadership, etc.
- c. Mobile Learning Initiative