***Minutes***

***Quality Enhancement Plan Meeting***

March 8, 2010, called to order at 11:37am

Presiding: Dr. Phyllis Bolin

Present: Brenda Bender, Autumn Sutherlin, Kay Price Hawkins, Allen Teel, Jared Elk, Jaime Golf, Florah Mhlanga, Mark McCallon, Greg Powell, and Scott Perkins.

Absent: Jeff Arrington, Rob Byrd

Guest Speaker: Dr. Tom Winter

Dr. Bolin started the meeting by saying that the committee is at a spot where we need to clarify some things we are currently working on. She indicated that there were purple folders on the table and for each person to take one. The committee will discuss some of the enclosed items with the guest speaker, Dr. Winter. He also passed out one handout called “Guidelines for the Presentation of the Quality Enhancement Plan”, and compared it to the first two items in Dr. Bolin’s folder. He talked about “Defining” and “Best Practices/Literature” and how they fit Roman Numeral III: Identification of the Topic and Roman numeral V: Literature Review and Best Practices. He said that Roman Numeral IV: Desired Student Learning Outcomes would come later. He indicated that Roman Numeral VI is Actions to be implemented. He said that first of all, Defining includes anything that goes to SACS to define and further clarify the topic.

For Best Practices take two broad areas and look at in depth. Review of Institutions should be bench marked. How do they implement literacy? By plowing new ground? He said that Defining would be no more than 3 quarters to 3 pages. Best Practices should be 3 to 5 pages and to stay focused on “What is Research Literacy”. Find institutions that use this concept, CIRB has a list of institutions with exemplanary actions. The level of engagement should be at the graduate level.

Dr. Winter left us with two broad areas, 1) focus what do we know about this literacy and 2) what are we doing about it. He described the story of a camel that was a horse designed by a committee. He said that the process would take the hump off of the camel. He departed the meeting at 11:50am.

Dr. Bolin indicated that she would like for one person from each of the two groups to work together. We can come up with part 5 of the document. Nothing will be wasted; it will all come together some where in this process. Reading it is a lot like ours. Compare it to the Centenary College of Louisiana and Marymount University handouts. George Kuh from Indiana University is a great place to start. Autumn has put together information from the last time on Definition Level 1 - 6. As we pair up use Autumn’s goggle docs as a central place to include the pieces of the definition. There are 6 things to remember: keep levels 1 and 2 in information literacy together, levels 3 and 4 together, and 5 and 6 together. Learn how to use the library. Just an idea from Dr. Bolin, page 1 is a sample that she drafted as a example to follow. When we are putting references, use APA format. Dr. Bolin proceeded by going through a demonstration on the overhead projector on how to process their work. She then passed out a green sign-up sheet. Each person needed to sign up for which definition piece they most familiar with. She called to their attention chapters 2, 3 and 4 of the book from CUR, *Broadening Participation in Undergraduate Research*. She suggested that Insight F from the book sounds like the direction ACU is heading as we focus on undergraduate research. She indicated that 6 copies of another book have been ordered from CUR by Sheila Hilton and asked if anyone had questions but did not get a response. She then asked when can we have this ready? A conversation started about the green sign-up sheet. Immediately after the discussion some committee members indicated their partners and project levels.

Mark/Dr. Bolin Levels #1 and #2

Jennifer/Rob Level #3 and #4

Jeff/Autumn Levels #5 and #6

Dr. Bolin showed the pyramid on the computer projector and indicated that the levels are #1 through #5, and #6 peaks.

QEP Blog - share as goggle docs or BLOG, make as a group and share. She will eventually have them added as editors, but do not have the capability now. She indicated that Jamie is the BLOG person. Jamie suggested that if we make an author on the blog everyone could submit. We can have this project done by Monday, April 5, 2010. Dr. Bolin suggested that the group set aside time to work in pairs on the next meeting date (March 22). Four weeks from today, April 5,this should all be done and we should be moving on to SLO’s.

***SLO – Student Learning Outcomes –*** next on the agenda for April

Goal for each Google Doc: Try to take definition pieces and come up with literacy review, put all pieces together into one for a QEP cohesive piece. Justify best practices because we need both parts of the equation. We need some idea of direction. We can see all of the Google docs but cannot edit. Also we must keep to 2-3 pages. On some of these there will not be a lot out there. To find sources call Virginia Bailey or Karen Hendricks in the library.

Dr. Schubert, our new President, is excited about QEP; we look forward to working with him.

Dr. Milholland will come to talk about SLO’s before we start on them, he can be very helpful as we write the student learning outcomes to fit our definition.

Dr. Kelly Young will come for Budgets.

Meeting adjourned at 12:45pm

Minutes by Maevonne Corsey

5 handouts