***Minutes***

***QEP Development Team Meeting***

June 28, 2010

Presiding: Dr. Bolin

Present: Jeff Arrington, Colleen Durrington, Jaime Goff, Kay Price-Hawkins and Autumn Sutherlin

Absent: Jennifer Shewmaker, Brenda Bender, Rob Byrd, Jared Elk, Kris Evans, Tom Lee, Mark McCallon, Florah Mhlanga, Allen Teel, Kyle Dickson, Scott Perkins and Greg Powell

***Reminder of July 20---Meeting with SACS COC Staff Liaison---Dr. Claudette Williams*** - Dr. Bolin said that had not ask anyone for their permission to be included under the first bullet on the agenda [list of assignments for presentations during Dr. Williams’ visit] prior to the meeting. She would start the meeting by introducing the group to Dr. Williams and explaining the role of the QEP Development Team. Dr. Arrington will discuss some of the things that have occurred, i.e., the Selection Committee and the Development Committee; and make the connections between the two groups, the Vision, and the Mission of the university. By the way, Dr. Williams replaced Dr. Silvers who was the former SACS Vice-President who worked with ACU and our accreditation. Dr. Williams is now the liaison in charge of the accreditation process for ACU. The use of abbreviations [SACS and COC] was brought to our attention. The question is whether the titles need to be written out. Dr. Bolin will ask the SACS Leadership Team for clarification. Our meeting with Dr. Williams last for two hours, from 1:00pm-3:00pm on July 20, 2010. At the end of the day, Dr. Williams will report her findings.

***Nomination of QEP Lead Evaluator*** – Currently, we have no idea at this time who to nominate for our QEP Lead Evaluator; therefore, we need to look for institutional fit, and authors whose works were quoted on the best practices list. The person cannot be from Texas. We are open for suggestions. The SACS Leadership Team, Dr. Winter, Dr. Milholland and Dr. Shankle will be at the afternoon meeting with Dr. Williams.

***Prepare for Fifth-year Interim Report*** – Dr. Williams will present the information for the Fifth-Year Interim Report to us.

***Review schedule for On-Site Visit*** – The On-Site Visit is scheduled for April 4-6, 2011. The on-site committee will meet on Monday with SACS team, on Tuesday with QEP team and Wednesday they will finalize their findings and make recommendations.

Our final QEP documentation is due Dec/Jan; we need input from focus committees for our draft documents no later than September/October. Dr. Bolin’s thinking is to allow approximately two weeks on each of the following portions of the document, a). Implementation, b). Budget and c). Timeline plan. We want to include time talking to our faculty. Dr. Durrington suggested that we schedule different times over a month for discussion of all three items at the same meeting. Since we have to send the document in January, a month will provide enough time to revise. Dr. Durrington suggested making an introduction of the plan at each meeting and then opening the meeting to questions/answers. The group agreed that this is a good plan.

***Curricular Goals Table with measurements*** – Dr. Arrington will present a draft on July 12th. Dr. Bolin will work with him to have the proposed table ready.

***Mission Statement*** - Change “facilitate” to “facilitate an expanded.” The revised statement would say: The mission of the Quality Enhancement Plan (QEP) is to facilitate an expanded student involvement in exploring, creating and expressing scholarly and creative work.

Task for today – ***Establish timeline for Implementation and Marketing plan with timelines/budget amounts per year.*** Dr. Bolin said do not worry with dollars but make sure all items listed in left column are included in the budget. We will need to write a budget narrative. She suggested splitting the QEP Budget into two pieces, new items and those items that are included in other programs. We need to know if full-time faculty are included in Core budget. The answer is yes. It was decided that then they need to be listed here in the QEP budget also. In the Vision Budget, Fiscal Year 2011 - $300,000 allocates for CORE expenses and $390,000 is for Faculty Salaries, and Development and Enrichment. For the QEP to succeed, we need to add 1 to 2 faculty each year. What year does faculty mentoring for research come into the plan, year 2 or year 3? The original estimated budget numbers for the QEP were approximately

 $201,000 for year 1

 $240,000 for year 2

 $267,000 for year 3

 $271,000 for year 4

 $271,000 for year 5

To fund FY 12 a search for the faculty needs to be planned to the tune of $60,000 each. Someone asked if there are no funds for student travel? The response was very little is available. The QEP Director is currently funded with 1/4 FTE, but Dr. Bolin is doing more like ½ FTE. Therefore, she recommends 1/2 to 3/4 FTE if possible, because lots of time is involved and an annual report is due each summer.

The QEP will be housed in the Office of Research and Sponsored Programs. There are funds listed for an administrative assistant or student worker. Suggestions were made to delete the web developer and ask the administrative assistant or student worker to populate the information blog. The expanded role of Officer of Undergraduate Research Director should equal ½ FTE.

Operational Expenses vs. Foundation Expenses. What year should faculty incentives be included? We need to write a generic policy, yes or no? Each department must provide a rationale for their request, so that it is a competitive process.

Discussion followed regarding the timeline for implementation.

No Meeting on Monday, July 5th, our next meeting will be on Monday, July 12th. Dr. Bolin and Dr. Arrington will talk about the Curricular Goals Table and the meeting with Dr. Claudette Williams.

The meeting was adjourned at 1:05pm.

Minutes by Maevonne Corsey

Handouts: Agenda-QEP Meeting June 28, 2010

 Year 0 – Pilot for QEP – Plan Implementation

 Timeline for QEP

 Undergraduate Research 08-09 Students

 Express: Costs