

**Case for Reqs/Std:**

- CR2.12 QEP
- CS3.3.2 QEP outcomes\*
- QEP DOCUMENT



ST. PHILIP'S COLLEGE

**SACS REAFFIRMATION 2016 Agenda/Minutes**

**QUALITY ENHANCEMENT PLAN**  
 STEERING COMMITTEE AGENDA/MINUTES  
 DATE: 3/24/2015



*Southern Association of Colleges and Schools  
 Commission on Colleges*

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
	3:00	1		QEP Update	The QEP Co-Chair has been given tentative plan approval pending revisions that are in process. The date for posting the plan to the website is unknown at this time. The Division are being updated regularly. The Co-Chair reported that Mary Kunz has expressed interest in the role of QEP Director and a request has been made for six faculty to have 20% release time, 100% release time for the Director, as well as a part-time administrative assistant.	

	3:15	2		Strategy 1: task assignment/discussion	<p>A detailed description of the key strategies was handed out and this became the focus of the individual strategy discussions. Regarding Strategy 1 (Faculty Development), it is recommended that the QEP team review and approve all materials being shared in faculty workshops and the Master Teacher Program. It was also suggested that The Learning Commons be a resource to/for the Master Teacher Program by adding a link to the current curriculum. The pilot workshop is set for 8/19/15, the agenda is complete and 12 faculty are signed up to participate. There was a question about participation of Adjunct Faculty, which needs to be addressed in the QEP plan. It is a goal to target all Adjunct Faculty in departments aligned to the QEP. The CLR has specifically added as a resource for research support.</p>	
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	3:30	3		Strategy 2: task assignment/discussion	Strategy 2 (Faculty-Student Best Practice Sharing) was discussed. The Learning Commons has been created and discussion about potential names yielded the suggestion: The VIP Lounge, making use of our key terms related to ethical decision making: values, issues, and perspectives of others. There are still decisions to be made regarding the roundtable discussions at Division meetings, particularly how many and how often. It was suggested that 20-30 minutes be used for this purpose twice per semester for best-practice sharing discussions. There was discussion as to whether the QEP committee members should facilitate this or the divisions should appoint their own facilitators.	
	3:45	4		Strategy 3: task assignment/discussion	Strategy 3 (Student Engagement in Ethical Decision-Making) was the focus of discussion and included the need for a standing committee for academic appeals, especially as it relates to academic integrity. It was suggested that the Student Convocations place more emphasis on ethical decision-making. The committee will ask Dr. Machen to discuss this matter with Dr. Loston and focus on ways for her to incorporate this theme in her conversations with students. QEP information will be included in each student newsletter beginning in April. Information will also be placed in the student handbook and the All-Access Pass. It was suggested that a student engagement grant would be an appropriate way to fund special projects and Kevin Schanz has volunteered to own this aspect of the strategy. Service learning projects will be used to tie in with the QEP theme. OrgSync will be used to track participation.	
	4:00	5		Strategy 4: task assignment/discussion to include Develop 3 Goals for Faculty Market and 3 Goals for Student Market	Strategy 4 (Community Awareness) generated discussion as to the need for consistency among all media and it has been decided all materials should go through the committee for approval prior to use. Every syllabus will include the QEP focus statement.	
	4:15	6		QEP Implementation Team/discussion	The Implementation Team will consist of CORE team members and members of the Steering Committee. The QEP Director will chair this committee.	
	4:20	7		Delineate Points of Action, Key Deliverables, and Deadlines for all implementing tasks developed through previous	There was discussion about assessments. The PSRI will be used as an indirect assessment; however,	

				discussion of Strategies	anticipated return rate is only 10%. The current rubric will not be changed for the new QEP focus and will be a direct measure of assessment for the designated courses.	
	5:00	8		Comments	The meeting was adjourned at 4:25. Minutes approved 3/31/15	