

QEP Committee Minutes **March 19, 2007**

Present:

Faye Jones, Carol Martin-Osorio, Linda Lyle, Michelle Adkerson,
Janusz Polanowski, Dale Rogers, Ellen Weed, Bill Kitchen, Jennifer
Wolkonowski, Billie Sullivan, Ted Washington

1. A draft of the QEP was mailed to the campus. The committee received several comments that were discussed:
 - a. CITE should be involved.
 - i. CITE should be involved as part of the professional development plan. The dean will be contacted for more information.
 - b. There were some budget questions, especially about the amount of release time in the plan.
 - i. Faye Jones and Ellen Weed will meet to add more detail to the budget section.
 - c. It was agreed that a coordinator be in place by the October site visit. Faye Jones will work on a job description that will be sent out to the deans. Both volunteers and nominees will be solicited.
 - d. The committee agreed that the assessment portion of the plan needs to be fleshed out a bit more. There need to be specific benchmarks provided.
 - e. Information on student input into the plan needs to be added to the draft.
2. Faye Jones reported on the possible consultants she had been in contact with. It was agreed that William Peirce sounds like the best choice at this point.
3. The Critical Thinking rubric has been developed and will be placed in the student handbook. Janusz Polanowski was asked to try out the rubric and check for any flaws.
4. The committee agreed that the following tasks were important for the summer:
 - a. Finish the plan.
 - b. Start internal advertising.
 - i. Tshirts
 - ii. Video on the homepage
 - iii. Posters
 - iv. Bookmarks.