

**QEP Committee Minutes**  
**April 2, 2007**

Present:

Faye Jones, Michelle Adkerson, Jim Formosa, Janusz Polanowski, Ellen Weed, Jennifer Wolkonowski, Ted Washington, Donna Whitehouse

1. The committee declared by acclamation that Michelle Adkerson will serve as the coordinator of the QEP implementation.
2. There is a new draft of the QEP with the assessment benchmarks that will be sent to the committee.
3. Faye Jones is working on a form for each division to complete for its pilot projects.
4. Janusz Polanowski has used the Critical Thinking rubric in grading some ethics papers. He reported that the rubric did a good job of assessing the skills; however, he felt that the instrument would be hard for students to understand. It was then discussed how to rectify that situation since the rubric will go into the student handbook.
  - a. Jim Formosa noted that perhaps the committee still had not formulated student outcomes.
  - b. One suggestion was to rewrite the rubric from a student's perspective.
  - c. Michelle Adkerson is writing other copy for the student handbook that will probably clarify some aspects of the rubric.
5. Jim Formosa suggested, as another marketing activity, that printing some scratch pads or sticky notes would be a good way of getting the word out to faculty about the QEP.