



QEP Steering Committee

Meeting Minutes

January 26, 2:30pm

Attendees: Tim Redl, Mike Connelly, Divya Bhati, Poonam Gulati, David Ryden, Travis Crone, (online) Tammis Thomas, Stefany Records, Sam Weehunt, Paul Fullbright, Wendy Burns-Ardolino

Agenda

1. Approve minutes from January 12, 2024 meeting
2. How many proposals are received to date?
3. Plan for beginning the review process off-line between now and February 12 meeting
4. What is the plan for assigning proposals as they come in after January 26?

Next Meetings

- Monday, Feb 12 at 1pm (deadline for submitting proposals); deciding which proposals reach the stage of presentation for Feb 23
- February 23, 9:00-11am; *this is a 2 hr meeting to review proposals*
- March 1, 2pm recommended

Meeting Summary

Minutes from January 12 meeting were approved. No proposals were received to date, but the committee is not concerned at this point. No decision to extend the deadline at this time. Three additional office hour sessions were scheduled to encourage questions and ideas as individuals prepare topic submissions. The committee discussed the evaluation rubric at length, clarifying how they would evaluate topic submissions.

Resolutions:

- Emily to move next meeting to Provost's Conference Room since Zoom audio is not good in 701.

- ❑ Tim Redl will draft an email to send from the QEP email to faculty and staff to encourage topic submission. Also advertise QEP at bi-weekly reaffirmation town halls. Send this email on Monday the 29th AND on Monday the 5th since faculty annual evaluations are due on Wednesday, Jan 31. Include information about QEP meetings open to community.
- ❑ Regarding the rubric – use an equal weight for all five elements; be aware that as we review proposals, we will be understanding that this is a topic proposal for a final QEP rather than the full proposal (for which the rubric is written).
- ❑ We will wait until the Feb 12 meeting to determine whether we need to extend the deadline.
- ❑ Emily to find out from the old QEP website, who was on the committee?
- ❑ Emily to make sure QEP dates are posted to website.