

QEP Committee Meeting August 8, 2013

Present: Analla, Andrieu, Smith, Punecky, Brisolara, Levitzky, Tartavouille, Garbee, Ginaldo, Moerschbaecher, English

Absent: Coleman, Deniakos, Manning, Giovingo

Reviewed charge to committee

This committee is expected to develop the QEP for upcoming SACSCOC reaffirmation of accreditation. Robin is the reaffirmation leadership team representative responsible for completion and will generate minutes and distribute them. Other leadership roles for the QEP will emerge e.g. QEP coordinator, institutional director for QEP topic, work group leaders as we progress.

Reviewed 2 standards related to QEP and QEP Guidelines

Core 2.12 – The institution has developed an acceptable QEP that includes an institutional process for identifying key issues emerging from institutional assessment and focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution.

Relates to indicators 1 and 2. Need to include: intended benefits, how related to mission/strategic plan, assessment data used to select topic. May link to last QEP (if certain facets in place). Learning outcomes may relate to knowledge, skills, attitudes.

Comprehensive 3.3.2 – The institution has developed a QEP that (1) demonstrates institutional capability for the initiation, implementation, and completion of the QEP; (2) includes broad-based involvement of institutional constituencies in the development and proposed implementation of the QEP; and (3) identifies goals and a plan to assess their achievement. (cited in 62% on-site reviews 2011-2012)

Relates to indicators 3, 4, 5. Need to include: resources (including budget, faculty release time, new positions), identification of all constituents, monitoring, integration into ongoing planning.

Reviewed timeline

Compliance Certification – due September 10, 2014

Off-site peer review – November 2014

QEP due – February 16, 2015 (4-6 weeks before on-site review)

Optional Focused report due – February 16, 2015 (4-6 weeks before on-site review)

On-site peer review – March 24-26, 2015 (Team members must be present)

Reviewed resources on website (will send links with minutes)

Selecting Lead QEP evaluator; QEP guidelines; other institutional QEPs

Reviewed steps from handbook

1. Select a topic (should also consider a name)
2. Define student learning outcomes
3. Research the topic
4. Identify actions to be implemented
5. Establish timeline for implementation
6. Organize for success
7. Identify necessary resources
8. Assess success
9. Prepare for submission

Discussed potential topic of Interprofessional Education for QEP

1. Numerous initiatives around campus
2. Significant barriers to broader implementation
3. Significant interest from faculty and students in increasing IPE opportunities (Academy symposia, IPSA)

Identified a broad base of constituencies. Discussed outreach.

Tina will develop a one-page handout talking points so all constituents receive the same basic information – this will include the definition and purpose of the QEP, impact on the institution, a brief rationale for the suggestion of IPE as the topic, and a solicitation of other potential QEP topics. It will also include our intent to distribute surveys in the future, a request to complete these surveys to assist us with planning, and the expectation that we will be communicating with these groups frequently during the QEP process. **She will distribute this to us the week of Monday 8/12.**

We will take these talking points to our various constituencies according to these assignments:

- Faculty Assemblies and Dean's offices (for Administrative Councils)
 - Graduate Advisory Council – **Mike**
 - Allied Health – **Tina**
 - Dentistry – **Sandra**
 - Medicine – **Robin**
 - Nursing – **Todd**
 - Public Health – **Kari**
- Faculty Senate – **Todd**
- Student Government Associations
 - Allied Health – **Susan**
 - Dentistry – **Jacob**
 - Medicine – **Daniel**
 - Nursing – **Lacey**
 - Public Health – **To be identified by Kari**

- Louisiana Children’s Medical Center – **Robin**
- Community Leadership Advisory Board – **Kari**
- LSUHSC IT Department – **Dr. Moerschbaecher**
- LSUHSC Library – **Dr. Moerschbaecher**
- LSUHSC Registrar – **Dr. Moerschbaecher**
- The Academy for the Advancement of Educational Scholarship - **Robin**

The general faculties and students will be reached in various ways to be determined after these primary constituencies have been contacted.

Discussed the structure of the QEP Committee

We will have a number of liaisons and other individuals that will be identified along the way to assist as needed with issues such as development and implementation

- Curriculum Committee Liaisons
- Simulation Liaison – Matthew Carlisle
- Library Liaison – Jessica Brooks
- QEP Coordinator (to be identified soon for help with needs and knowledge assessments)
- Community Care Liaisons and other as deemed necessary

We will develop work groups to handle individual components and ultimately provide writing for QEP submission. These will be flexible as we progress e.g. early groups would cover needs assessment planning, resource needs, literature review, and determination of desired outcomes, whereas later groups might cover learning activities, faculty development, and assessment tools.

Tina will set up a shared drive and send out information on how to access it. All of documents will be found there in the QEP folder. **Robin** will look into setting up a distribution list for our committee for easy communication.

The next meeting will be sometime 9/23-10/3 and will be determined by Doodle to be sent by **Robin**. Our agenda at that meeting will include:

- Debriefing from our meetings with various constituencies, including suggested topics for QEP
- Discuss topic for selection

- Establishment of working groups
- Determination of guidelines regarding the sharing of documents e.g. how to make changes, who has primary responsibility for various documents

Our hope is that the committee will need to meet only every 2-3 months, with smaller work groups meeting more frequently to accomplish their tasks. We will likely set these up via Doodle right after each meeting to ensure maximum involvement. We will set up conference calls for members who need them, and **Robin** will distribute detailed minutes soon after each meeting to keep all informed.