

## QEP Committee Meeting December 19, 2013

**Present: Deniakos, Smith, Tartavouille, Levitzky, Punecky, Analla, Gaston, Halloran, Brisolarra, Gunaldo, Andrieu, Giovingo, English**

**Review from SACSCOC meeting:** We are in good shape for our timeline, but there are some things we need to get going as soon as the holiday break is over. The institution has purchased a 3 year contract with WEAVE, an online system to help us organize our reaffirmation.

### **Outcomes:**

Presenters at SACSCOC emphasized a few things regarding development of goals. They should be limited in scope and must be tied to the institutional mission.

Our outcomes working group has determined that the IPEC domains and specific competencies should constitute the framework for our outcomes. That group identified competencies that our students should achieve. After several brainstorming sessions regarding how and where competencies might be assessed, Robin summarized the ideas and proposed 4 goals that relate to the 4 IPEC domains. These follow the SMART analogy for setting goals – Specific, Measurable, Achievable, Realistic, and Timely. The goals were accepted by the group as our working goals moving forward, understanding that they may change as we progress. These are attached in a separate document (Working Goals). They will be the basis of our literature review and needs assessments.

We considered a framework of implementation strategies, each of which would lead to several initiatives. Each strategy could be assigned a team. One way to structure it is that each strategy has an Overview, Responsibility Center, Associated Initiatives, Evaluation Criteria, Expected Outcomes. An example of how this might be laid out is attached in a separate document (Implementation Strategies).

**Committee members** will consider this and if we decide on this framework, we will decide on our strategies and initiatives soon, based on our literature review.

### **Moving Forward:**

We developed 3 work groups:

Literature Review: **Tina, Chet, Todd, Lauren, Daniel.** **Tina** will lead this group and will contact Jessica Brooks in the library to help. She will organize the review, at least in the beginning, according to our working goals. It would be helpful to have an “executive summary” for each article or set of articles.

Needs assessment: **Sandra, Debbie, Todd, Jacob.** **Sandra** will lead this group. The first survey to go to faculty and students will be on current knowledge and attitudes regarding IPE and will relate to our working goals. Later in this process, we will send a separate survey to get ideas for implementation.

Public outreach: **Priscilla, Daniel, Jacob, Susan, Symbielle.** The students will all be in contact via e-mail to start brainstorming about public outreach – ideas so far include contests for taglines and logos, screen savers, lanyards/lapel pins.

If any **committee members** has any ideas about the needs assessment, PR ideas, or knows about seminal articles they think should be included, please notify Tina, Sandra, or Priscilla.

**Lead Evaluator: Sandra, Mike, and Robin** will have a phone conversation with Susan Mackintosh, who has agreed to consider our submission of her name – she wants more information before committing. We will get this done soon.

**Next Meeting:**

Robin will send a Doodle out with these minutes for our next meeting, aiming for late January. At that meeting, we will hopefully have reports from our 3 working groups. We will continue the discussion on implementation strategy frameworks. We should also begin thinking about a timeline. Margaret Sullivan is a consultant hired by LSU for reaffirmation – we will plan to have a visit with her sometime in February-March.