

## QEP Committee Meeting December 2, 2014

**Present:** Brisolara, Gunaldo, Gaston, Coleman, Garbee, James, Levitzky, Johnson, Sibley, English

**Budget Update:** Robin is meeting with Dr. Hollier, Dr. Moerschbaecher, Dr. Levitzky, and Mr. Ullrich on Friday to review a revised budget. The committee members feel strongly that seed grant money should be included, so a line item was added. Once we complete negotiations about the budget, **Tina** will begin writing the process for the budget development for the document.

### **Progress on writing:**

Robin sent out the first draft of the first sections on process for selection of the topic, and rationale for selection of IPE – please give feedback if you have suggestions. Tina wrote a first draft of a literature review section, which is sent separately with these minutes.

**Robin** will begin to compile the information already written into the format desired by SACS and plans to have a complete first draft by Christmas. Members should read that by our first January meeting.

**Robin** will also ask Leslie Capó to help with the design.

### **Timeline:**

We worked a little more on a timeline for implementation, much of which has already been embedded into benchmarks within documents for each goal/initiative.

### **Outreach:**

Members need to thinking of ways to get the word out about the QEP. We need a blast outreach beginning in January. **Jess** will talk to Jake Quinton with IPSA about making a brief youtube-type video, which would be done by our own students, to help raise awareness. The link could be e-mailed out to all of our students and faculty.

**Robin** updated the informational powerpoint for people to use. It is included separately with these minutes.

### **Next Steps:**

We will select several dates in January to hold “read-aloud” meetings of the QEP – we only need a few members present at each reading.

We need to plan for the visit, which is March 24-26, 2015. Members should consider what presentations we might ask students, e.g. IPSA, to make. All members should make every possible attempt to be present – hopefully all the students on our committee will be available.

Robin will send invites for the January meetings. The QEP is due around February 10 – 2 months away!!!