**QEP Committee Meeting July 18, 2014**

**Present: Levitzky, Brisolara, Puneky, Andrieu, Smith, Tartavoulle, Gaston, Brooks, Ortiz, English, Terry Ullrich**

**Welcome to Jerald James, new AH faculty to our committee**

**Update on IPE Day:**

 **Travel arrangements:** These are being made by Dr. Porche’s administrative assistant

 **Rooms:** Robin has reserved all 4 MDLs; MEB S14, S15, S8, and S9; Learning Center Conf Rms 1- 6,8 for all day, 7 after noon. Sandra has requested Auditorium A at the Dental School

 SOM will vacate MEB Lec A and release L2s from class so they can attend.

 Sign up for facilitator spots – MDLs and Learning Center Conference Rooms – see attached schedule with these minutes for what we have so far.

 **Sandra** will reconvene the IPE Day planning group to solidify the schedule for distribution and develop facilitator guides/activities for the breakout student and faculty groups.

**Curriculum Committee Update**: **Robin** will meet with SOAH committee on 7/25, then will convene a work group meeting for the next couple of weeks. Hopefully this group will have some ideas to discuss with Dr. Kirschner during our session on IPE Day.

**Update on surveys:**

The **survey work group** will work with **Don** to analyze the data from survey 1 – we will compare numbers of “correct answers” with our committee’s answers. When we get to the point where our committee starts looking at actual experiences, we will revisit the free text data. We will also ask **Don** to help with survey 2 data – the RIPLS results overall and by school, and whether or not there are significant differences. We will send a post-intervention RIPLS survey to the same constituents after some period of time (likely 2-4 years).

**Update on the campaign contest** – final slogans will be sent via Survey Monkey to IPSA, the QEP Committee and the SACSCOC Reaffirmation Team – this will allow a group of students and faculty familiar with the principles of IPE to make the selection. The deadline will be Friday August 1. The winner’s image will be put on giveaways and on all future QEP outreach.

**Robin** will continue to add to the website. Once an IPE Day schedule is finalized, she will add the Save the Date flyer.

**Budget Discussion –** A budget proposal for the IPE Office as well as potential positions for an Office Director, an Office administrator, and School Liaisons were presented to Terry Ullrich, Vice Chancellor of Financial Affairs. The priority at this time is the director and administrator positions, as these will be needed immediately to begin implementation of the QEP. He will present this to the Board of Supervisors in September, so we will hopefully have some more information regarding moving forward on this at our September meeting. Mr. Ullrich also said he would look into how to go about identifying physical space for the office.

**Next meeting -**

Student Learning Outcomes are the 4 working draft goals we identified several months ago. We will go through each of these and consider methods and assessment tools that we can use to evaluate whether our students are meeting these goals. A copy of these working goals accompanies these minutes in a separate document – **committee members** are asked to consider the right hand column before our August meeting.

Process outcomes are our 3 primary goals/strategies. We will identify unit goals, action plans, and target performance measures for each of the initiatives associated with these. This will hopefully begin in our August meeting.

By the September meeting, we would hope to have the section on the literature review close to completion (**Tina**). By that time, our survey work group should hopefully have reviewed narrative data from Survey 1 to give the Curriculum Committee Work Group a starting point once it is established.

By the October meeting, we hope to have the budget and office proposal finalized and ready to submit to Chancellor Hollier. We will also debrief from IPE Day regarding ideas that emerged from those discussions.

By the Christmas break, we will have a first draft of the QEP to review. Our January meeting will be a “read-aloud” meeting to review it.

**Next Meeting – August 22 – 12:00 pm – Learning Center Conference Room 7**

**Call in capability: 1-877-873-8018 Access Code 3469895**