

FAV QEP Advisory Board Meeting Minutes
March 10, 2009
3:30 p.m.
Cook Library, Room 123

Attendees: Tisha Zelner, Julie Howdeshell, Nancy Howell, Michael Mays, Lajuan Davis, Wendy Atkins-Sayre, J. T. Johnson, Charles H. Tardy, Kathryn Lowery, Joyce Inman, Jennifer Vonk, Susan Hubble-Burchell, Joseph Peyrefitte, Melanie Barthelme, Sheri Rawls

- I. Chairperson Tisha Zelner distributed an agenda and presided over the meeting.
- A. Minutes from the February 10, 2009, meeting were distributed for review and corrections. A motion and second were made to accept minutes.
- B. Julie Howdeshell handed out her “QEP Director – Update” and discussed all items on the handout. A copy of the handout will be provided with these minutes. Julie also gave members a copy of the *revised* QEP Written Communication rubric and asked for suggestions for improvements to the document and/or the assessment process.

Julie also brought index cards and asked advisory board members to write suggestions for what direction QEP should take in the future. Several board members asked questions and offered suggestions such as, “What kind of interaction do you have with community colleges?” “Is there a model to partner with community colleges on QEP initiatives?” “Can we compare assessment or writing/speaking skills of transfer students versus native students?” “We could target which department has students doing well in writing/speaking vs. departments whose students are not doing well and determine why.” “Departments could hold workshops for students who need help with writing/speaking skills.”

Julie then continued to discuss the fact that an English proficiency test is no longer available here at USM and that William Carey University recently discontinued giving the test also. Sue Hubble Burchell made the comment that we (QEP) should find out what other departments, programs, and/or universities are doing with QEP and discuss our direction at that time. Julie asked that at the next FAV QEP meeting a committee be formed to help provide recommendations for QEP after all the information from the university-wide capstone assessments is gathered.

Julie also included with her director’s update handout a copy of a page from the Ole Miss QEP Web site and asked that board members review the site to determine if we can glean ideas from it. Julie continued to give an update on the Writing and Speaking Center Web sites. At the last FAV QEP meeting, she had gathered suggestions for improvements on the present sites. She commented that she has some money in the QEP budget to spend on updating the sites, but not much money is available. However, the fact remains that the sites need to be user-friendly for multiple audiences. Julie asked for additional thoughts on this matter to be made to her following the meeting.

- C. Update on Writing Center (WC): Melanie Barthelme reported that the WC is very busy and that 826 students have been seen this semester to date. She also reported that the WC will be open in the summer Monday through Thursday from 10 a.m. until 5 p.m. Friday is historically not a busy day at the WC in the summer.
 - D. Update on Speaking Center: Wendy Atkins-Sayre reported that the Speaking Center (SC) is expecting some new furniture (tables and chairs) any time now to complete the recent renovations at the SC. She reported that the summer hours for the SC will be Monday through Thursday from 10 a.m. until 4 p.m. She is not sure about the summer hours of operation for the Gulf Coast SC. The SC there is not seeing a large number of students, but Casey Maugh has made 52 class visits this semester in order to invite students and faculty to utilize the SC.
 - E. Sheldon Walcher was attending a conference, but Joyce Inman reported that assessment of ENG 101 portfolios from last year is finished. Assessment of ENG 099 portfolios from last summer is about to begin. She also reported that Academic Council has approved the expansion of the English academic program to enact the practice of having students who scored 17 – 19 on their ACT English portion to take ENG 101 for the period of a year rather than the presently required one semester. Students who scored 19+ on the ACT can also take the ENG 101 stretch course, as students at Arizona State who took this class showed a 60% increase in their retention rate.
 - F. Joe Peyrefitte gave a brief overview of the work of the assessment committee stating that much work for the committee for the summer is being planned. He also stated that he will be using the Speaking Center this summer for one of his larger classes. The students' presentations will be recorded for assessment purposes.
 - G. Tisha reported that in addition to the present QEP faculty seminar being offered spring and fall, requests had been heard for the seminar to be offered as a professional development workshop or in a mini-conference format. Tisha and Julie would like input from the board about this topic. Julie would like a sub-committee to be formed to develop a faculty mini-conference and stated that a small amount of money does exist in the budget to cover the cost of food and/or supplies for this event.
- II. Tisha announced that the next FAV QEP meeting is scheduled for April 14, 2009, elections for FAV chair and recording secretary would be held, and the present meeting was adjourned.