

QEP Advisory Committee Meeting
March 6, 2007
2:30 pm

Attendees: Julie Howdeshell, Jodi Pettazzoni, Phyllis Jestice, Sue Hubble-Burchell, Stacy Reischman, Nancy Howell, Mike Mays, Sheri Rawls, Darcy Conrad, Melanie Barthelme, Lajuan Davis, Joe Peyrefitte, Chuck Tardy, Lucy Ferguson (Speaking Center Coordinator), Tisha Zelner, Wynde Fitts.

Julie thanked everyone for attending the meeting, as the committee represents a transition step to institutionalizing the QEP. She gave some information about the QEP as it relates to the SACS reaffirmation process, specifically that there is a 5-year impact report due with results similar to a SACS report (follow-ups, suspension, etc.)

II. The role of the board

- Representation includes faculty from all colleges, libraries, Student Affairs, and LEC. Many academic members are QEP alumni, but additional members are needed from certain colleges.
- Julie asked that the policies and procedures be reviewed and voted on in the next meeting. She stepped through several areas of the P&P, emphasizing the responsibilities.

III. The role of the chair was presented.

- Dr. Jestice asked about responsibilities of the chair. Julie referred back to the responsibilities of the committee as a frame of reference. Julie indicated that the committee is advisory, but that she wants it to take a strong role in advising about the QEP.
- Julie emphasized the need for input on all facets of the QEP, from data collection, assessment, faculty development, recruitment of faculty.
- Through secret ballot, Sue Hubble was elected chair and Tisha was elected chair-elect.
- Lajuan was elected as Secretary as the sole nominee.

IV. QEP info

- Julie explained the concurrent seminars at the 2 campuses.
- Asked all to attend presentations.
- Asked for input on recruiting faculty – why are we having a difficult time recruiting faculty?
 - Perhaps the time of day – scheduled time conflicts with good class times.
 - The number of seminar sessions is a major time commitment. Sheri suggested that some courses could be put online if adaptable to that format. Julie suggested that a hybrid could be tried.
 - “The assessment fallout is intimidating.” Some agreed that the burden of paperwork after participation is a factor.
 - Some faculty may not have the option of reassign time because of burden on the department (resources – human and money).
 - Pairing writing and speaking together creates a challenge for those that feel they want just one part of it.
- Julie pointed out the problem of getting enough assessment data.
 - She is looking for levels of participation that shows true assessment of the project.

- She asked for any other instruments or data that might speak to student skills.
 - The budget is on track for spending at the right pace.
- V. Melanie Barthelme gave an update.
- Looking forward to moving to library.
 - Looking at initiatives with First Year Experience, community outreach, high school prep for ENG 101 and 102.
 - On the Coast, the Writing Center has a new location and numbers have increased.
 - On the Coast, using undergraduates to tutor because of lack of graduates.
 - Tutoring practicum was implemented to teach students to be tutors.
 - Having trouble recruiting tutors from outside of CoAL and would like help recruiting.
 - Darcy will email a description of the job responsibilities to the committee.
 - Caffeine and Sugar Nights offered occasionally. Looking for recommendations on nights that would be useful to offer this service.
- VI. Lucy Ferguson gave an update about the Speaking Center.
- Located in 119 Cook Library, staffed by Speech majors.
 - Students have been in from all colleges, and come in for help at any stage of the process.
 - Tutors do not second-guess grades or give additional assignments.
 - Extended hours are offered.
 - Appointments are made online, and are from 30 min to 2 hours, with 3 tutors possibly working at one time.
 - More appointments happen mid-semester and end of the semester.
 - Tools are available – taping, PowerPoint.
 - Orientations can be done in any class.
 - Asked for input on making more students aware.
 - Wynde has some thoughts about attention that can be brought. Touring both Centers might work.
 - Eagle Expo might work well, too.
 - Targeting UNV 101 might help.
 - Spoken Word Nights offer an opportunity to cosponsor an event.
 - Contact all instructors teaching a speaking-intensive class.
 - Chuck Tardy discussed the search for a Speaking Center Director.
- VII. Selection of Committees
- Assessment: JT Johnson, Jodi Pettazzoni, Stacy Reischman, Joe Peyrefitte,
 - Budget: decided to sidebar this committee
 - Faculty Development: Sheri Rawls, Phyllis Jestice, Nancy Howell
 - Writing Center and Speaking Center: Wynde Fitts, Tisha Zelner, Lajuan Davis

Next Meeting is April 17, 2007 at 2:30 in Union Room H.