

QEP Task Force 2020-2021
Initial Meeting (Oct 2, 2020), Virtual Meeting 8-9 am
Minutes

Meeting called to order: 8 am

Committee members in attendance: Patrick Coggins (CAS, Education), Stacy Collins (Director of Academic Success), Jennifer Corbin (Library), Sidra Hamidi (CAS, Political Science), Camille King (Faculty Senate (CAS, Psychology)), Eric Kurlander (Faculty Senate (CAS, History)), Michael McFarland (CAS, Communications and Media Studies), Stuart Michelson (SoBA, Finance), Bonisha Porter (Director of Student Development), John Rasp (Faculty Senate (SoBA, Statistics)), Kevin Riggs (CAS, Physics), Peter Smucker (SoM, Music Theory), Tim Stiles (Executive Director of Career and Professional Development) Megan O'Neill (Ex-Officio)

Committee members unable to attend: Jason Evans (Faculty Senate (CAS, ENSS))

Guests: Noel Painter (Executive Vice President and Provost), Angela Henderson (Executive Director of Institutional Research and Effectiveness), Rick Tysor (Executive Director for Academic Administration)

1. Welcome and General Introductions (Noel Painter)
 - a. Student selection for the committee is underway
2. Review SACSCOC Standard 7.2 Key Points (Rick Tysor)
 - a. QEP -has a topic identified through its ongoing, comprehensive planning and evaluation processes;
 - b. has broad-based support of institutional constituencies;
 - c. focuses on improving specific student learning outcomes and/or student success;
 - d. commits resources to initiate, implement and complete the QEP; and
 - e. includes a plan to assess achievement.
3. Advice (Angela Henderson)
 - a. Getting ideas from other QEPs is okay but do NOT replicate.
 - b. Be specific so as to have a manageable QEP plan to implement, fund, and assess.
 - i. Refining the topic is key
 - ii. Developing effective metrics for assessment is also critical.
 - iii. Keep good records (e.g., who is responsible for what and when?)
4. Review of QEP Topic and Topic Selection Process (Megan O'Neill and Stuart Michelson)
 - a. Refer to "[QEP Task Force Recommendation, April 2020](#)"
5. General Plan for this task force
 1. defining a narrow focus of work for the 2022 QEP that is based on the approved recommendations from the 2019-20 QEP Topic Selection Task Force;
 2. determining a solutions-based project that Stetson faculty/staff will embrace and that is focused on improving student outcomes;
 3. identifying a reasonable and fundable investment plan for the project; and
 4. documenting a comprehensive written plan for the QEP.
6. Chair Selection- (Noel Painter)
 - a. Provost Painter will contact individuals in the coming days to inquire about their interest in serving as chair(s) of the task force.

Meeting adjourned – 9:00 am