Minutes
QEP Steering Committee
November 23, 2010

In attendance: Andy Clark, Mario Incorvaia, John Kraft, Bob LeFavi, Marilyn O’Mallion, Regina Rahimi, Nancy Remler

1. Committee members introduced each other.

2. John Kraft and Andy Clark explained what the QEP is for those committee members unfamiliar with it. They then explained the committee’s task for the remainder of the academic year. The committee discussed what kinds of projects would qualify as a suitable QEP plan. Kraft and Clark identified resources available to help AASU employees as they generated ideas for QEP plans.

3. The committee agreed that a QEP website and a university forum would be the most appropriate means of communicating QEP goals and expectations to the Armstrong community. John Kraft and Andy Clark agreed to ensure the website gets up and running. Nancy Remler agreed to schedule the university forum.

4. The committee composed a timeline for meeting its objectives:
   - End of Fall 2010 semester: have website up and running
   - Mid January: conduct university forum to inform campus of QEP
   - End of January: initial proposal drafts due
   - Mid February: round table discussions of initial proposal drafts. Depending on how many proposals submitted, the committee may decide to narrow the number of proposals according to feedback from round tables.
   - Early March—final proposals due
   - Late March-Mid April—review proposals and submit three possibilities to President Bleicken

4. The committee also agreed that a proposal template be composed for distribution during the January university forum. A three-part proposal template can easily be posted online, with each section (purpose statement, method, and evaluation) being no more than 1000 characters. The committee also agreed to make available a template for the later, more extensive proposal drafts, but the committee has not yet agreed on a format.

5. The committee agreed to reconvene after the forum has been scheduled.

Respectfully submitted,
Nancy Remler, Chair