QEP Steering Committee
Minutes

In attendance: John Kraft, Doug Frazier, Laura Barrett, Donna Brooks, Bob Gregerson, Nancy Remler, Patricia Holt

Excused: Bob LeFavi, Bill Kelso

Before hearing from subcommittees, Laura Barrett raised a few questions:

• Marsha Moore contacted her and John about getting the FYE committee together to discuss the pilot FYS course. We don’t have time to run a new course through curriculum, so the next idea is to pilot the course in AASU 1101. Perhaps we could offer several sections of AASU 1101 but tag a couple of them for an IL focus.
• Laura wonders if a meeting should occur with Marsha and maybe other FYE stakeholders to determine who is in charge of what. John agrees. So he’ll see about that.
• Did Abby get the information she needed about the freshman survey? Yes.

Subcommittee Reports

• **Lit Review and Best Practices:** The committee will meet again Friday. The committee now has annotated bibliographies for both IL and FYE. Nancy has a draft of a lit review, which she will send out today.
• **Course Design:** The committee discussed class size and when the class should be offered. Members agreed that students should be encouraged to take the FYS in the fall, but also recognize that scheduling complications will arise, so spring sections should be offered. Class size should be no more than 22, with writing intensive courses maxing near 20 but other courses where seats are precious maxing near 22. The committee also discussed staff development and training. The training will consist of a one-day retreat with everyone together in the morning and then meeting with partners in the afternoon. Compensation should be provided. The two partners should meet regularly, ideally once a week. The committee did the math and the revenue from the course will cover the cost of instruction and training. Of course, because classes will be smaller, we’ll have additional hires, so that will incur some cost. The committee should discuss what we should do as incentive for core teachers to participate. The committee should also discuss whether the FYS course will be for a grade or P/F.
• **SLO’s and Assessment:** The committee drafted a document of four learning outcomes and proposed assessments for those outcomes. Steering committee members had a few questions: 1) How does one assess civility? 2) Four outcomes with multiple assessments makes for a lot of data collection. How could we streamline? Maybe an easy survey at the class would suffice. John Kraft will take those concerns back to the committee.
• **Marketing:** This committee will meet again soon, realizing they need to plan now for marketing next fall. They’ve asked John for a concise grand concept, but they also need to familiarize themselves with the information on FYS and IL so they
can know what they’re “selling.” Once they do that, they can come up with a name for this QEP. Nancy volunteered to share her lit review with Melanie Mirande. That might help her figure out what to market.

The steering committee agreed that a meeting with Anne Thompson is warranted prior to semester’s end, just so that she can get updated information and report to President Bleicken the progress so far. The steering committee also agreed that a faculty/staff forum during spring semester would inform the campus at large about QEP progress but also enable us to invite others into the process if they wish.

The meeting adjourned at 11:15.