QEP Steering Committee
Minutes
December 15, 2011

Present: Anne Thompson, John Kraft, Laura Barrett, Bill Kelso, Bob Gregerson, Doug Frazier, Nancy Remler
Excused: Bob LeFavi, Donna Brooks

The purpose of the meeting was to report to Vice President Thompson the status of QEP development to date. Laura Barrett began by outlining the accomplishments of the Curriculum Design and Instruction committee:

- The committee proposes a one credit-hour freshman seminar. Each section of the seminar should consist of 20-24 students, depending on the departments in which they are offered. The seminar could add one credit hour or replace one P.E. credit hour in the core curriculum. A pilot of the seminar will take place Fall 2012 under the heading of AASU 1100 or AASU 1101. To prevent any confusion about the mission of such sections, the committee proposes that the university not offer any other sections of the AASU courses. The first year seminars will enable students to learn Armstrong’s new learning management system. Training will be needed for seminar instructors and faculty teaching the linked core courses. The committee proposes a one-day workshop in April 2012, the first half of which will include full-group discussion and the second half of which will include meetings with teaching partners. The university should expect to pay the faculty participating in this training workshop. Payment could be in cash, but it could also be part of the faculty members’ course loads. The committee proposes that QEP team leaders meet with department heads early in January to discuss these pilot seminars. The committee also hopes a faculty forum will take place later in the month to inform the campus at large of the QEP so far.

- Dr. Thompson posed questions, which resulted in the following discussions:
  - AASU courses will be used as freshman seminars only for Fall 12 because the university won’t have time to run the new courses through the curriculum committee before then. Dr. Thompson was glad to hear that clarification because SACS wants to see a plan not implementation.
  - Teaching partners can self-select for the learning communities. The committee envisions a selection process similar to the one already in place.
  - The curriculum design committee has some recommendations it can pass along to the budget committee. Income from the new course can cover the cost of instruction and training. But because the core courses will be reduced in size, the university will have to offer more sections of them, so it will have to cover the cost of those replacement courses. Dr. Thompson pointed out that the reduced number of P.E. courses will help balance out that cost.
  - Another consideration is who will lead the training in the spring and how the university will pay those personnel. Perhaps the university will have an FYE director by that time.
who can lead the training. If not, perhaps the university can hire someone, or perhaps Mary Anne Brock, Jane Rago, and Jewell Anderson can lead the training.

- Discussion of in-kind versus cash payments brought up the issues of 1) taxable income 2) having to spend in-kind travel funds within a month’s time, 3) people changing their minds about whether to be paid in cash or in kind, 4) how many iPads to order.

- Nancy Remler brought up the issue of student learning outcomes and assessment of the QEP. Laura Barrett clarified that the curriculum design committee reviewed the draft of student learning outcomes and assessments and will recommend that the student learning outcomes and assessment committee compact the student learning outcomes to two and reduce the number of assessments. Doug Frazier clarified that he has seen the SAILS instrument fairly recently and he believes it will assess the skills we need it to assess.

- Nancy Remler raised the issue of locating appropriate data for purposes of writing the QEP. She needs concrete data showing that Armstrong needs a first year seminar with an information literacy focus. Several committee members suggested data sources to examine and offered to send her copies. Laura Barrett reminded her of the faculty survey. Some discussion occurred cautioning against creating data to show a need for the QEP after the topic had been decided.

- Nancy Remler reported that the literature review has been written, then put in a request for additional bungee cords with which to contain her wealth of drafts and supporting documents.

The committee adjourned at 2:05 p.m.