QEP Steering Committee Meeting  
March 9, 2012, 3:00 pm.  
Minutes

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

I. Nancy Remler handed out drafts of documents to be uploaded to the university’s QEP website. Committee members made suggestions for edits. Nancy will submit the edited documents to Austin Francis to upload to the website.

II. Nancy asked the committee for assistance in composing an organizational structure of the Quality Enhancement Plan. Much discussion took place regarding the job description of the FYE director, the responsibilities he/she will have, and the place the position holds in the university’s organizational structure. The committee composed a graphic model of that organizational structure and outlined the FYE director’s responsibilities and lines of communication. Nancy will compose a draft for the steering committee’s approval.

III. Doug Frazier raised questions about how the QEP will be administered/implemented at the Liberty Center and also for students taking online courses. John Kraft and Laura Barrett answered those questions by stating that the ENGL 1101 courses offered at the Liberty Center are not Armstrong courses and that no student will be able to take the entire core curriculum online. Therefore, the university will be able to ensure all first-year students have a first-year seminar.

IV. Laura Barrett opened discussion as to how the university could make more faculty and students aware of the QEP. Faculty forums are drawing small audiences. The committee decided to ask for an article about the QEP to be published in Inkwell (Nancy Remler agreed to put in that request). Also, updating the university’s QEP website will offer information to a wider audience. Laura asked the other deans on the committee to spread the word to their department heads and ask department heads to trickle that information to their faculty.

V. Nancy Remler reminded the committee that the deadline for the QEP draft is fast approaching. She has asked subcommittees to submit all information to her
by February 28th, which should give her time to finalize the draft before turning it in on March 9th.

The meeting adjourned at 4:10.