Quality Enhancement Plan (QEP) Planning Committee
Wednesday, December 1, 2010 – 12:00-2:00 p.m.

Present: Kathy Alligood, LaNitra Berger, Tim Born, Matt Cronin, Rick Davis, Kim Eby, Craig Gibson, Shannon Jacobsen, Brian Mark, Sharon Pitt, Lynne Schrum, Padhu Seshaiyer, Amy Snyder, Cathy Tompkins, Bethany Usher, and Ying Zhou

Updates
- Mason’s compliance report has been reviewed by our SACS off-site team
- Our on-site team has been selected and will be led by Mary Crowe from UNC Greensboro
- The presentation to ITU staff went well and was to a large group of 150-200 people
  - Their response made it clear that folks who are not in teaching roles can also see this as a learning opportunity
- The presentation to the Mason Ambassadors also went well; the students are very interested and excited about the QEP activities
  - They have also agreed to help lead the SACS on-site team around campus in March

QEP Video
- These initial shoots will help us frame the script for the final filming in the spring and determine who looks best on camera
- We will look into using Scribes, a Canadian company that Lynne has used, for assistance in transcribing the interviews

Spring Planning
- Spring 2011 will operate in the same way as spring 2010, with three subcommittees meeting alternately with the full Committee
  - More details will be announced at our meeting in January
- The Student Scholarly Activities Subcommittee will be charged with:
  - Outlining the structure of the new URSP
  - Determining the criteria for the Undergraduate Student Travel Fund
  - Planning for the search for the URSP Director
  - Considering the role of assessment in each of these activities
- The Faculty and Curricular Activities Subcommittee will be charged with:
  - Determining the criteria, identification process, and assessment of the RS courses
    - We’ll need to think about when we want any changes to appear in the Course Catalog
    - The Office of the Registrar has informed us that this designation is ready to use!
  - Identifying criteria for the Scholarship Development Grants (SDGs)
  - Considering the role of assessment in each of the activities
- The Assessment Subcommittee will be charged with:
  - Developing a Student Scholarship rubric that can be brought to the full Committee to determine its applicability to the various disciplines
  - Collecting baseline data and targets for the QEP activities
  - Determining which metrics will be used
- We are open to bringing external expertise to the subcommittees as needed (as we have in the past with folks beyond the QEP Committee)
- The three subcommittees do not have to be equal in size, but we would like them to be balanced in terms of expertise