Quality Enhancement Plan (QEP) Planning Committee  
Tuesday, February 1, 2011 – 12:30-2:30 p.m.

Present: Kathy Alligood, LaNitra Berger, Tim Born, Rick Davis, Kim Eby, Susan Hirsch, Shannon Jacobsen, Mills Kelly, Brian Mark, Sharon Pitt, Myurajan Rubaharan, Amy Snyder, Joy Taylor, Cathy Tompkins, Bethany Usher, Terry Zawacki, and Ying Zhou

General Update
• The plan for the semester is to alternate between meeting in subcommittees and as a full committee to work through details that are not included in the QEP document

SACS Updates
• Please have March 29th through the morning of the 31st on your calendars as the dates of the SACS on-site review
  o The team will be arriving on Sunday, March 27th to visit our other campuses
  o The QEP presentation will likely take place on Tuesday, March 29th in the late morning or early afternoon
• The on-site review team will be here to tell us how we can strengthen our plan
  o We will want to develop specific questions and items that we would like their feedback on while they are here
  o Accepted QEPs and the recommendations that had been given on those plans were available for review at the SACS meeting
• We will have our document sent to SACS by Friday, February 11th

Advertising and Publicity
• Our visual identity represents the flow and overlap of ideas that will come out of the QEP activities
• The week of site visit is the same as Academic Advising Week, and we are currently in discussion with the folks in Advising and Student Government to determine how we can join forces
• Promotional materials, including M&M’s, a faculty summary, student pamphlets, t-shirts, stickers, and meal coupons, will be distributed before and after the site visit
• We will be requesting your feedback on the drafts of our promotional materials
• We should add a (forced?) module to the myMason portal and a splash screen to Blackboard beginning March 14th to advertise about the QEP
• Rick is currently working on the script for our 2-minute QEP video, based on the transcript from the preliminary video shoots
  o Can we edit some of the B-rolls of the shoots and add them to the web to capture some of the longer statements that folks made about student scholarship?
  o We could consider developing videos featuring undergraduates talking about their scholarship that are modeled after those featuring Mason graduate students (see: http://web.me.com/johnwoody/GRAD/Menu.html)
  o Interesting note for future QEP consideration: students who enthusiastically shared about their scholarly experiences, talked about these experiences in stark contrast to their coursework
Update on Space (Sharon)

- How do we make the planning of various academic and research spaces evident to the review team when they are on campus? And, how do we get space planning committees to consider aligning their goals with those of the QEP?
  - One example is the extension of library and research commons in the JC
- All building and planning committees are talking about how space can be designed to facilitate active learning and applied activities
- All should remember to remind folks about the mission of the QEP when you’re a part of these conversations

Subcommittees

- Subcommittees are all overlapping in their missions and charges
  - Additional questions for the Faculty & Curricular Activities Subcommittee
    - How to identify RS courses? When should folks apply? Will these be taught courses or will they also in independent study courses?
  - Additional questions for the Student Scholarly Activities Subcommittee
    - How will URSP be the same? How will it be different?
    - How will the Undergraduate Student Travel Fund operate?
  - Additional question for the Assessment Subcommittee
    - What metrics will be used to assess the QEP activities?
- Please remember to use the QEP as a guide when working in your subcommittees!
- We will reopen the wiki (http://masonqep.pbworks.com) as a space for folks to brainstorm and work through ideas with other subcommittees
- Charges are objectives that need to happen over the next 6 months and do not need to be fully determined by the site visit
  - It is important to remain flexible in these ideas so that they can change based on the comments of the review team
- At each full committee meeting, we will have report-outs from each subcommittee so that you can share about the progress you have made
- At our meeting on March 22nd, we be asking for you feedback on the draft QEP presentation for the on-site review team
  - This will include any progress made in your subcommittees since the printing of our plan