QEP Meeting Agenda  
Tuesday, February 10, 2009

Reminders/Updates:
- QEP presentation to Faculty Senate tomorrow at 3:00 p.m. in Robinson B, room 113
- The announcements and news sections of our website have been updated!

General Discussion:
- Report on yesterday’s Executive Council meeting
- Review Faculty Senate talking points
  - Who is attending? (Lynne, Tim, and Karen R.?)
  - Who will present what?
  - Does anything need to be clarified or added to the talking points?
- Identify the process for developing extended proposals
  - Determine components, sections, and length
    - See UCF’s White Paper Guidelines
    - Particularly need a “Implementation Resource Requirements” section →
      we’ll need to dedicate two sections to addressing possible budget scenarios
    - Particularly need an “Assessment” section
    - At the last meeting we discussed need for a version of “Commitment to and
      Support of the Topic” section, e.g., ask departments/individuals for examples
      of how a topic could be implemented in their departments.
      - Volunteers from the committee to help write extended proposals?
      - Possible colleagues who might be interested in writing extended proposals?
      - Stipend for writing/research
- Publicity about revised QEP topics
  - What is our message to the public?
  - When should we release a new ALL-UNIV announcement, Gazette article, e-Files…?
- QEP website
  - How should we archive old website content to best keep track of our process?

Handouts:
- Agenda
- Talking Points for Faculty Senate
- Topic Proposal Guidelines (from fall 2008)
- UCF’s White Paper Guidelines
- How Much Does a QEP Cost?