Quality Enhancement Plan (QEP) Planning Committee
Wednesday, February 25, 2009—3:00-5:00 p.m.


General Discussion
• Faculty Senate presentation went very well and budget did come up, as expected
• For the Department Chairs meeting we’ll do the same presentation
  o Provide executive summaries as a three-page handout

Updates from Subcommittees
• Student scholarship team has met twice
  o They have developed a wiki (contact Doug for access)
  o They want to have a rough first draft ready by Friday (2/27) and a second draft ready by the start of spring break
  o Tim will be meeting with Mary Zamon on Monday (3/2) to discuss student learning outcomes
  o The team is currently looking for literature related to the undergraduate research component of the white paper
• Social entrepreneurship team has met once
  o They are trying to organize their thoughts – student learning outcomes, budget, who will be involved, what’s feasible…
  o They will be meeting again on Tuesday (3/3)
• Global team will be meeting on Monday (3/2)

Topic Selection Survey
• Our survey invitation will be brief
• The Mason community will hear about the survey through:
  o An ALL-UNIV announcement
  o A link on the QEP website
  o Gazette and Broadside articles
  o An email from directors of units
• We’ll target the following groups:
  o Department Chairs and Deans
    ▪ Ask this group to respond on behalf of their departments and to then forward the survey to the faculty in their departments
  o Faculty/Staff (see categories below under “Survey Revisions”) 
  o Other service units (e.g., facilities and Sodexho)
  o Alumni
  o Students (through Residence Life, Student Government, and listservs for other student organizations)
• 3 different versions of survey: One for students (changing it slightly for alumni), one for department chairs, and one for faculty/staff
• Track responses from department chairs of academic and co-curricular units
  o We’ll want to know which departments are responding to this
  o This version would not be anonymous
• We’ll provide an abstract about each of the topics at the beginning of the survey
We need a hook at the beginning: “Over the next five years, the university will be contributing $1 million to enhancing your education…”

We’ll use our evaluation criteria and the survey data to make our final decision.

Survey could go live Tuesday, April 7th after the committee has had time to review the white papers and make sure they’re viable and align with our criteria.

- We’ll address viability of the topics at our April 3rd meeting.

Survey Revisions

- First page of the survey will contain brief blurbs/abstracts about each of the topics, along with links to more detail so that people can learn more:
  - Blurbs will be very basic and no more than 3 sentences per topic.
  - The links will open in a new window or tab (ask Jennifer for help, if needed!)
- Take out demographic questions (#2 and 3) — only ask about primary role (#1) and unit membership (#4):
  - New categories for #1: student, instructional/research faculty, administrative faculty, staff, and alumni.
  - #4 for students: ask what their major is:
    - For alumni ask what their major was.
    - Make this a drop down menu for both.
- Remove #5: we’ll have brief blurbs/abstracts on the first page of the survey.
- Move #6 to the end and change the language:
  - New wording: Which topic should Mason choose as the QEP? (keep ranks)
  - This question might be removed later…
- “Topic Involvement” section (#7, 8, and 9) will all be ranking questions:
  - For #8: add program to department and unit.
  - For #9: add “Mason” before students.
- Delete #10 and 11.
- New wording for #12: Which topic would most benefit student learning at Mason? (check all that apply)
- New wording for #13: Which topic would assist students the most for life beyond Mason? (check all that apply)
- Have a question about which topic is the most doable:
  - Which is the most transformative?
  - Which addresses an area where Mason needs improvement? → will get at urgency
  - Which builds on current strengths?
- Change final thoughts prompt (#14) to be about the topic, not the process.
- Final question: Would you like to be further involved in this process?
  - Have a blank field for email addresses.
- Remove pronoun references from questions.

CTE To-Do:

- Follow up with volunteers for info table at the Academic Advising Expo.
- Call Annette to get technology for Friday’s Department Chairs meeting.
- Contact Kathy Trump about joining the Global subcommittee.
- Get on Exec Council’s agenda at the end of March to show where we’re at with the white papers.