QEP Meeting Agenda
Wednesday, August 20, 2008

Updates:
- Everyone has been added to DocuShare (https://docushare.gmu.edu)
  - There are two tutorials under “help”
- Updates have been made to the website

General Discussion:
- Logistics/Action Items
  - Confirm talking points
  - Sign-up sheet: Volunteers for upcoming meetings (at least two QEP planning members per visit)
    - Faculty Senate on September 3rd?
    - How do we reach out to other units?
  - Identify a partner or representative from your unit to assist you and who can be a ‘backup’ person if you cannot attend meetings
- Process and review timeline
  - Should we incorporate focus groups and/or community meetings? How?
  - What is our process to move from multiple white papers to three topics for focused development?
    - Vote? Survey?
  - How and/or who develops more extensive proposals for a final community vote or are we the Executive Search Committee?
- Proposals
  - Discussion about revised proposals
  - Any feedback about working with our new Proposal Guidelines?
    - Should we add an assessment criteria or category?
    - Include evaluation criteria on Proposal Guidelines?

Handouts:
- Agenda
- QEP Talking Points
- Revised Timeline
- Proposals

Resource:
- Excerpt from Leading Change

Next Meetings:
- Tuesday, September 9th from 2:00-4:00 p.m., Robeson Room
- Friday, September 26th from 1:00-3:00 p.m., Robeson Room
- Wednesday, October 8th from 3:00-5:00 p.m., Robeson Room