Quality Enhancement Plan (QEP) Planning Committee  
August 20, 2008—2:00-4:00 p.m.


Modifications to talking points

• Replace the term “white papers” with “proposals”
• Kim needs to be named as the Chair of the Committee in the talking points
• Under the first big bullet:
  o Needs more passion about why the QEP is important to Mason
    ▪ What can it do for us?
    ▪ We should say that this is about SACS upfront and then tell another institution’s QEP story and show the passion
  o First square black bullet: add that it needs to be based on evidence of issues emerging from institutional assessment
    ▪ Top bullet needs to include: clear focus on student learning
  o Combine first and last square bullets dealing with the development and implementation of the QEP
• Under the third big bullet:
  o We don’t state the purpose of the proposals
  o Why did we create them? People should know what the purpose for writing them is...
  o Move example topics to the top of the document
  o Maybe tell a story about another university’s QEP
    ▪ “When we do our QEP at Mason, we should think about these things…”
• We should have a second sheet (a “cheat sheet”) that is just for us so that we are ready to respond to questions—
  o What is the scope of the planning committee’s work?
  o How were the QEP Planning Committee members selected?
  o Who is going to make the decision about what we’re going to do?
  o Where is the budget going to come from?
    ▪ Anticipate people asking about the resources that are available to implement the QEP
    ▪ How much is committed to it will depend on the topic that is chosen and the implementation plan
• On a one-page handout we should include:
  o Our Proposal Guidelines
  o Our internal criteria
  o A list of the QEP Planning Committee members (with departments/units)
  o Website URLs (for our QEP site and for SACS COC)

Discussion about our revised timeline

• We have just written proposed “topics”
• We need to be soliciting student involvement and participation in this process
  o We should consider putting an article in the Broadside weekly that would invite students to visit the website, provide feedback, and/or submit proposals
  o One of the flags in the JC could be devoted to the QEP
  o We could put a banner on Facebook that would take students (and faculty!) to the QEP website
  o Target specific groups—Honors, University Scholars, and student associations
- We could send a letter about the QEP to all of the student organizations through the listserv
- Hold breakout sessions/community forums to discuss each of the topics
  - Anyone can participate
  - Attendance to each topic session would show us the response to that particular topic
  - We could offer to go to the students or offer to hold an event that they would be interested in attending
- Beginning of February through Spring semester: have something about the QEP at large programming events where students would be
- Our two-tiered plan provides the opportunity for more short topics and feedback that we will then narrow down based on our criteria and community interest
  - After the second tier, we will make the decision and make a recommendation to Executive Council
  - We will work to flush out the proposals through February
  - An online survey will come out in February, based on the three proposals
  - We will have a final proposal ready by March

How do we reach out to other units?
- CHSS—through department head meetings and different councils
  - Talk with Jack and/or Dee for insight
  - Meeting with graduate and undergraduate coordinators
- COS is best to contact through departments
- Everyone should make a commitment to speak about the QEP at any meeting they are a part of
- President’s fall convocation (?)

Modifications to proposal guidelines
- Move transformative element of section 4 to section 1
  - Keep scope separate
  - A statement about why we should embrace the topic should be a component of the vision section
- Changes to “sections” of our Proposal Guidelines:
  - **Section 1**: Vision (what the proposed QEP topic will bring to Mason)
    - This section should discuss how this topic enhances student learning at Mason
    - It should make you excited about reading the rest
  - **Section 2**: Consistency with Mason’s mission and strategic goals
  - **Section 3**: Student learning outcomes
  - **Section 4**: Strategy—scope, academic action points, capacity (how does it connect to other things that are already underway), and resources (that might already be available)
- Include our criteria on the proposal guidelines as an FYI
  - This would not be an additional section

Committee’s to-do list...
- Identify a partner or representative from your department/unit
- Sign up for faculty meetings
- **Deadline to have proposal revisions posted to DocuShare**: Thursday, September 4th by 5:00 p.m.
  - Everyone must look at DocuShare and share their comments and feedback with the other groups before our meeting on Tuesday, September 9th
  - Proposals will be posted to the website by the end of the week (Friday, September 12th)
  - When revisiting your team proposals:
    - Try to think of an exciting and fitting title for your topic
- Make sure your passion about the topic is coming through
- Look at your student learning outcomes
- Make sure that your topics fit our internal criteria
- Re-format your proposals to match the layout used by the “Global Engagement at Mason” team (posted on DocuShare)

- Team leaders:
  - Active learning team: Tim
  - Critical thinking team: Craig
  - Gen ed team: Tom
  - Global team: Marty

CTE’s to-do list...
- Chelsea needs a DocuShare invite
- Send university meeting sign-up sheet around electronically
  - Before sending—wait for Rose’s email about University Life
  - Add ICAR meeting on September 5th at 10:00 a.m.—guests usually come first
- Send representative sign-up sheet around electronically
- Make revisions to the talking points
- Make revisions to the proposal guidelines
- Talk with Jack and/or Dee in CHSS
- Tips on learning outcomes