

University of South Carolina
Quality Enhancement Plan Proposal Committee and
Subcommittee Meeting Minutes

September 9, 2010

Wardlaw 110

2:30-4:00 pm

QEP Proposal Committee Members Attending: Mary Alexander (Ex-officio), Helen Doerpinghaus (Ex-officio), Peter Duffy (Theatre & Dance), Michelle Faucett (student), Susanne Hicklin (Institutional Assessment), Sarah Krivak (International Programs), Jeremy Lane (Music), Valerie Littlefield (History), Julie Morris (Undergraduate Research), Bruce Nims (USC Lancaster), Ruth Patterson (for Jed Lyons, CTE), Dennis Pruitt (Ex-officio), Irma Van Scoy (Education, Chair)

Additional Subcommittee Members Attending: Bob Brookshire (Integrated Information Technology), Chris Brown (UTS), Duncan Buell (Computer Science and Engineering), Mary Ann Byrnes (Arts & Sciences), Sara Corwin (Public Health), Jenn Engel (Study Abroad), Dan Friedman (UNIV 101), Jimmie Gahagan (Office of Student Engagement), Jennifer Guiliano (Center for Digital Humanities), Andy Graves (Registrar's Office), Harrison Greenlaw (Orientation), Gene Luna (Student Affairs), Brian Habing (Statistics), Aaron Marterer (Registrar's Office), Kari Roberts (student), Stephen Thompson (Education)

Minutes: The minutes for the August 26 meetings were distributed and approved with no corrections.

Introductions and Overview: Subcommittee Chairs were introduced to QEP Proposal Committee members. Irma described the 3-part agenda for today's meeting: planning for subcommittees, introduction for all subcommittee members, subcommittee break-out sessions.

Plans for subcommittees:

Irma thanked subcommittee chairs for agreeing to serve in a leadership role and noted the high quality of faculty/staff/students that have been recruited to serve on the subcommittees. A list of subcommittee members was distributed. It was agreed that regular QEP Proposal Committee meetings would be "suspended" over the next few weeks and the time would be used for subcommittees to meet. Chairs will work with Irma and Helen to determine when a full QEP meeting is needed. The Subcommittees on Engagement, Orientation & Assessment, and Professional Development will meet in Wardlaw every other Thursday until further notice. The Subcommittees on Technology and the QEP Pilot will meet similarly, but at a different time due to the schedules of some of their members.

Members reviewed the committee charge for the Subcommittee on Orientation and Assessment as an example. Irma emphasized the following points:

- We are creating a 5-year plan and need to be realistic about what we can complete this semester in each subcommittee;
- Institutional objectives related to each subcommittee are listed on the "charge"
- The charges distributed today are drafts. Committees can make recommendations if they think revisions are needed.

The final product of subcommittees was discussed in terms of written recommendations and considerations. Irma noted that further details would be provided as the work of the subcommittees progresses. Helen clarified that the subcommittees are helping to write the QEP Proposal in that the proposal will include sections related to each of their areas and the subcommittees can be very helpful in providing 2-3 page summaries.

The overlap between subcommittees and the need for communication between groups was discussed. For example, both the Professional Development (PD) and Orientation & Assessment (OA) charges include issues related to assessing student learning. While the OA Subcommittee will focus on developing an overall plan for assessing student learning in relation to the QEP, the PD Subcommittee will focus on planning professional development to impact faculty/staff understanding/planning for assessing student learning.

The recommended agenda for today's subcommittee meetings was discussed with an emphasis on chairs using the draft agenda at their discretion.

Announcements/Reminders

Irma noted that President Pastides wants to be up-to-date on the QEP and that she, Helen, and Provost Amiridis were scheduled to meet with the President on Friday, September 10.

Reminders were made on the QEP Forum (October 5, 11:30-1:00, Russell House Auditorium) and the fall subcommittee meeting dates [for most committees] (September 9, 23; October 7, 21; November 4, 18; December 2, 16).

Overview of the QEP

Subcommittee members joined the meeting and were introduced. Irma expressed appreciation for everyone's willingness to support the QEP process.

Irma presented an overview of the QEP using a PowerPoint (see website) including

- Current title: USC Connect: Student Empowerment through Integrative Learning
- Definition of Within-the-Classroom (WTC) and Beyond-the-Classroom (BTC) Experiences
- "Four pillars" of Research, Service Learning, International Learning, Leadership
- Helping students make intentional choices of experiences
- Helping students connect WTC and BTC experiences through discussion, reflection, etc. (integrative learning)
- USC plan for completing QEP

Helen recommended that we take a few minutes for reflection and input. Discussion included

- Clarifying where internship experiences fit into BTC
- Clarifying the inclusion of distance education classes in WTC
- Clarifying the relationship between the slides and the subcommittees (particularly in relation to the professional development)
- Possible branding/copyright issue related to USC Connect

Subcommittee Meetings

Subcommittees met in separate rooms for the last half hour of the meeting including such items as introduction of subcommittee members, meeting schedule, questions related to the QEP, clarification of the committees charge, and next steps.

Meeting adjourned 4:00 p.m.