

University of South Carolina

Quality Enhancement Plan Committee Minutes

206B Osborne August 10, 2010

9:00-10:25 am

Attending: Mary Alexander (Ex-officio), Helen Doerpinghaus (Ex-officio), John Gardner (Ex-officio), Michelle Faucett (student), Susanne Hicklin (Institutional Assessment), Sarah Krivak (International Programs), Jeremy Lane (Music), John McDermott (Economics), Julie Morris (Undergraduate Research), Bruce Nims (USC Lancaster), Irma Van Scoy (Education, Chair)

Not Attending: Ashley Cohen-Burnell (student), Valerie Littlefield (History), Jed Lyons (CTE), Phil Moore (Ex-officio), Dennis Pruitt (Ex-officio)

Minutes: The minutes for both the June 24 and July 22 meetings were distributed and approved with editorial corrections.

Membership Changes: Julie Morris, Director of Undergraduate Research, joins the committee with this meeting; John McDermott will be leaving the committee following this meeting. It was recommended and agreed by consensus that more members drawn from the faculty should be added to the committee for the coming year. Committee members should send recommendations for additional faculty to Irma. She and Helen will work together to recruit and invite new members.

Meetings for Fall: The committee is tentatively slated to meet on Thursday afternoons from 2:30-4:00 pm; 3:00-4:30 is also a possibility. Fall meetings are presently scheduled to be held in either Osborne 107C or 206 on August 26, September 9, September 23, October 7, October 21, November 4, November 18, December 2, and December 16.

Draft QEP Proposal:

The committee discussed the Draft QEP Proposal and had the following general recommendations and observations:

1. The proposal should have specific language included to assure faculty and administration that the QEP is not that much different from what the University is already doing; it gives intention and direction to existing programs. The QEP is innovative and significant, but not unfamiliar. What is really important is the level of commitment to documenting learning outcomes through assessment.
2. Some terms used in the QEP need to be clearly defined or modified:
 - Integrative Learning may be confused with Applied Learning;
 - Service Learning may be confused with Community Engagement;

---Would Internationalization be a better term than International Studies?

The QEP Website should have definitions of all crucial terms used in the QEP.

3. The QEP proposal should be introduced to University leadership in its one-page summary form, with general questions and answers about QEP on the back. The committee agreed that accompanying chart material with Student Performance Assessments and Institutional Objectives should be made available on the Website, and that distribution of the draft proposal should include associate deans and assessment directors. The possibility of a QEP Liaison Committee was also mentioned.
4. Irma will address some specific recommendations on style and organization of the QEP Proposal made by committee members; the committee supported Irma's decision to use the present tense for the text of the proposal.
5. There were a couple of observations on the charted material: While a suggestion to more clearly link the Student Performance Assessments and the Institutional Objectives was noted, the committee members agreed the charts were clear as written and should be left for now; the use of "x%" in the Criteria for Success is appropriate for the proposal in its draft stage.

Technology

Irma reported on a presentation offered by Collegiate Link, a software developer that produces software that could be used to connect students to campus activities. She felt that this "canned" approach to QEP was only adequate. Susanne Hicklin noted that the reviewed program focused on Student Affairs and did not link with academic assessments. After having talked with representatives from the Center for Digital Humanities, she and other committee members attending the presentation are inclined to support their developing a unique software tool, based on the 10th Dimension concept. The technology can be introduced in a pilot program involving a limited number of students. Having all elements of the QEP to interface consistently will be a challenge. It was suggested that a press release about the Center for the Digital Humanities could be included on the QEP Website. John Gardner offered to share some uniquely developed software that he has been working with that could be helpful to the development of our technology, as appropriate.

Subcommittees

The committees reviewed the list of proposed subcommittees: Technology, Engagements, Orientation and Assessments, Professional Development, and Pilot. Members for these committees will be drawn both from the QEP Committee, additional faculty, and University offices and/or programs that are relevant to each of the five areas. Additionally, it was suggested that the Professional Development Subcommittee should consist almost entirely of faculty members with some representation from Student Affairs (since they will also support and assess many beyond the classroom experiences). Additional faculty should also be added to the Technology Subcommittee.

Tracking and certifying focused student involvements, such as study abroad, semester-long service learning, and internships will be a major challenge for the Engagements Subcommittee.

Communication Plan

The Draft QEP Proposal will be formally introduced at the Provost's Retreat on Friday, August 13. A Faculty Forum on the proposal is tentatively planned for Tuesday October 5, from 11:30am to 1:00 pm. In addition, Irma and other members of the committee, as appropriate, will make presentations to colleges/schools, faculty organizations, departments, and other faculty/staff groups. Jeremy and Bruce volunteered to assist. Irma will work with the Provost's Office on scheduling these events. Julie Morris is assisting with development of a 5-10 minute presentation that will capture attendees attention and communicate the big ideas and significance of the QEP. Irma will also meet with student government representatives and invited other committee members to join the meeting. Julie volunteered.

The QEP Website is being updated and will include more extensive materials and a vehicle for site visitors to submit feedback. Publicity through communication with deans and in publications such as the *USC Times* is also envisioned.

Good of the Order

Irma thanked Professor John McDermott for his conscientious service on the committee.

The meeting adjourned at 10:24 am.