

Institutional Effectiveness Team

Minutes

November 13, 2006

1:30 PM

Academic Affairs Conference Room

INVITEES / ATTENDEES (IE Team):

Shawn Brayton, Dale Clifford, Neal Coulter, Larry Daniel, Imeh Ebong, David Fenner, Shirley Hallblade, Chip Klostermeyer, Bob Smallwood, Mark Workman

AGENDA

The purpose of today's meeting was to discuss the makeup of the QEP Planning Team.

The QEP Planning Team will identify a topic related to student learning for the QEP plan. The QEP Plan will require buy-in from faculty and staff so it is important that the members of this team are well respected by their peers. Several faculty members have either been asked to participate or have been suggested as possible committee members. There will be at least one representative from each college as well as representatives for the Graduate School and Student Affairs. Karen Reedy will be approached to serve as a representative for the areas of advising, tutoring and early intervention programs. Steve Paulson has agreed to serve as the chair of this committee. Shawn will meet with Steve to share details of the QEP process and to offer support to this planning team.

There were some concerns that faculty members are currently overloaded and it may be difficult to find volunteers. The group discussed the possibility of granting stipends to those who participate. It was determined that stipends will be reserved for those who take part in the QEP implementation team rather than the planning team.

A final list of the QEP Planning Committee will be shared with the IE Team as soon as it is available.

Meeting adjourned at 2:00 PM. Minutes submitted by Michele Czerwinski.