

**Quality Enhancement Plan (QEP) Development Team Minutes
January 9, 2008 @ 0900**

Academic Affairs Conference Room

Those in attendance: Ann Noonan, Mick Hallett, Laurel Crump, Rick Roberts, Pam Chally, Tom Serwatka, Shawn Brayton, Bob Wood, Barbara Hetrick, David Jaffee, Wanda Lastrapes, Mary Borg, Mauricio González, Mag Malek, Douglas Eder

Meeting called to order at 0905

Minutes of Dec. 17 approved

Announcements: Amy Driscoll has agreed to become our consultant. Conference telephone call scheduled for February 6 for some time after 2 pm EST.

Committee Reports:

Process Committee

- (a) A BlackBoard site for the Development Team has been established. .timetable has been established.
- (b) A timetable for expected completion of various tasks is posted on BlackBoard.
- (c) For the next QEP Development Team meeting, this committee is to sort through and present names for (1) the QEP advisory board, and (2) the QEP Development Team itself

Search Committee

- (a) A draft with potentially required and preferred qualifications for the position of Director of the Center for Community-Based Learning circulated. A re-draft that incorporates some changes in content and syntax will circulate via e-mail and come up for discussion (and approval?) at the next meeting.
- (b) An emphasis for this position is to solidify and extend combined activities that unite Student Affairs and Academic Affairs.

Research Committee – no report.

Old Business – none.

New Business:

Some discussion arising from reading Rice University's QEP document --

- (a) There appear to be partnerships across unit boundaries where everyone benefits. Credit-bearing and non-credit-bearing activities, volunteer opportunities, service learning, and comparable offices may be housed near to each other. This facilitates conversation and collaboration.
- (b) Students will be invited to participate on UNF's QEP advisory board(s).
- (c) The Development Team will work through UNF deans and provost to recruit 8-10 faculty and community leaders to serve on advisory board(s).
- (d) Community leaders should be involved from the start in co-defining such things as student learning outcomes, courses, placements....

Adjourned: 10:10 am

Next meeting: Wednesday morning, January 23 @ 0900, Academic Affairs conference room.