

Quality Enhancement Plan Topic Selection Committee

March 21, 2016, 11:30am AD 3.104

Minutes

On March 21, 2016, the QEP Topic Selection Committee began its meeting at 11:32am.

Present: Jessica C. Murphy, Lisa Bell, Euel Elliott, Rebecca Files, John Johnson, Melinda Mendoza-Ellis, Katherine Morales, Ryan Dorman

Absent: Walter Voit, Kimberly Laird, Rajadhar Reddy

1. The meeting opened with introductions.
2. SACSCOC CR 2.12 and CS 3.3.2 were shared
3. UT Dallas' QEP Timeline
 - **Fall 2015- Spring 2016:** Idea collection phase. During this time, we will be gathering suggestions and identifying trends.
 - **Spring 2016-early Fall 2016:** Topic selection phase
The QEP Topic Selection Committee, which will comprise a broad-based membership from across campus and the community, will choose the QEP topic based on input from each member's constituency.
 - **Fall 2016:** Proposal draft DUE November 1, 2016
 - **Summer-Fall 2016:** We will shift from a Topic Selection Committee to a QEP Implementation Committee that is made up of people from across campus who have an interest in and/or expertise about the selected topic.
 - **Spring 2017:** UT Dallas will run a pilot of the QEP.
4. QEP Topic Selection Committee Duties and Workplan

DUTIES

 - Use the data gathered to identify the top 3-5 topics.
 - These data include assessment reports from across campus, National Survey of Student Engagement results, other institutional effectiveness documents, and suggestions gathered in our open call for ideas.
 - Once these 3-5 topics are identified, we will ask the community to submit longer proposals using a form with guided questions.
 - Select a topic, begin drafting the plan, and identify potential members of the implementation committee.

WORK PLAN

 - March 21st: Introduction to each other, the QEP, and our process. Planning future meetings.

- The committee decided to close the open submission process for general ideas at 5pm on April 1st. The webpage was updated to reflect this and Communications will share the information through *Intercom* and *Alumni Link*.
- Meet during the week of April 4th: Review of data as gathered and organized by Ryan Dorman (will be provided ahead of time), discussion of emerging trends, and identification of 3-5 topics. After some discussion, the committee members present chose April 4th at 11:30am as the tentative next meeting time. Please contact Jessica at jessica.c.murphy@utdallas.edu if this time will not work and we can open a new poll to find best times. Our April 4th meeting will be longer to give us time to review all of the topics. (This meeting was rescheduled to April 6th at 12:30 because of scheduling conflicts.)
- April 11th: Issue a call for proposals for QEP ideas with a deadline of April 22nd.
- Week of April 25th: Review the proposals, possibly using a ranking system.
- Week of May 2nd: Meet to select the proposal and topic. Make a workplan for the summer and fall.

RESOURCES

- UT Dallas' QEP homepage: <http://qep.utdallas.edu/>
- QEP Training Module for reviewers:
<http://www.sacscoc.org/modules/qep/story.html>
- QEP Summaries 2007-2015: <http://www.sacscoc.org/QEPsummaries.asp>
- Student Success Center (what our last QEP became):
<http://www.utdallas.edu/studentssuccess/>
- UT Dallas' 2007 SACSCOC Compliance Certification Report (use the navigator to find the QEP narrative): <http://sacscoc.utdallas.edu/ccrnav/>

5. Meeting was adjourned at 12 noon.