QEP Topic Focus Committee Meeting
Minutes
2/6/2014

Attendees: Kathy Austin Beltz, Todd Chambers, Caleb Cox, Gary Elbow, Kathleen Gillis, Amy Heard, Jennifer Hughes, Lisa James, Susan Lang, Justin Louder, Jonathan Marks, Catherine Parsoneault, Davis Roach, Jerylme Robins, Gary Smith, Fernando Valle, Aliza Wong

I. Call to Order: Gary Smith called the meeting to order at approximately 10:05 am. This is the fourth meeting of the QEP topic focus group and the goal is to discuss student learning outcomes and any extra questions for upcoming university wide assessments.

II. Topic Focus Committee Work Update: Gary Smith summarized recent progress of the Topic Focus Committee, mentioning an interest in study abroad programs and the multicultural core.

III. CAAP Questions & Student Participation: Justin Louder and Catherine Parsoneault updated the committee on CAAP testing progress and provided justification, which was administered by the Office of Planning & Assessment. The CAAP test is an instrument to assess proficiency of students and measure their acquisition of knowledge and skills. Our own institutionalized questions were added to the test to collect before-the-fact empirical evidence for assessment purposes. It is important to add these questions over the course of the QEP process. As of today, 460 responses have been collected and data should be provided to us by mid-March. Discussion of these questions raised concern about their focus on who the institution is preparing (the workforce or humans and citizens). It was decided that a list must be compiled of all the various activities that are done campus-wide related to a global society. Jobi Martinez of Institutional Diversity and Jerylme Robins of the Center for Active Learning & Undergraduate Engagement mentioned they would assist in this effort along with Amy Murphy of the Center for Campus Life. It was mentioned that President Nellis wants to see an increase in foreign undergraduate enrollment. Smith requested the committee provide him with information on what everyone knows is happening across campus along with final student learning outcomes and a mission statement. We want to know details of what is happening throughout campus and we want to raise awareness about what we are doing.
Jennifer Hughes and Kathy Austin Beltz discussed with the committee an online survey to be used as a companion piece to the student survey. The survey will be geared towards academic chairs and associate deans and will be administered to gain better understanding of how existing TTU coursework might fit with the future QEP. They will work together to create an online web interface to collect this data from chairs and associate deans.

IV. Final Student Learning Outcomes: Progress must be made on the list of final student learning outcomes. These outcomes along with a mission statement will be discussed in the next meeting, after a list of campus-wide activities is created. Gary Smith, Gary Elbow, Kathleen Gillis, and Jonathan Marks discussed the level of detail for student learning outcomes information and student participation. We want to know who did what and where they did it.

V. Next Meeting & Adjournment: The next committee meeting will be in approximately three weeks. Louder noted that CAAP testing results will arrive in a few weeks and should be discussed in the next meeting. It was requested that the QEP topic be distilled into a few words: communication and a global society.