QEP Development Committee Meeting Minutes
May 15, 2014
2:00 – 3:30 pm
Provost’s Conference Room

Attendees: Gary Elbow, Kathy Gillis, Jennifer Hughes, Erin Justyna, Justin Louder, Jonathan Marks, Courtney Myers, Pham Nhun, Catherine Parsoneault, Marcelo Schmidt, Gary Smith, Aliza Wong

I. Call to Order & Welcome: Gary Smith called the meeting to order at approximately 2:05pm. This is the 11th meeting of the QEP Development Committee and the goal of this meeting is to update the committee on recent developments. A secondary goal is to find a time for the committee to convene during Summer 2014.

II. Approve Minutes: Notes from the May 1 meeting are approved by the committee as distributed.

III. Consultant Visits: Catherine Parsoneault informed the group that the Board of Regents (BOR) meets today, and hopefully the BOR will approve the SACSCOC consultant contracts. The consultants recommended that they return to Texas Tech to provide two, two-day QEP workshops.

IV. Task Force Reports: Gary Smith informed the committee that Kathy Austin will send her task force report to him over the weekend. No other reports were offered during the meeting.

V. Discussion of Survey Results

Internal Survey: Marcelo Schmidt shared results from the QEP Internal Survey administration. This report will be uploaded to the QEP website. The final sample resulted in 2,179 responses (448 undergraduate students, 271 graduate students, 730 staff, 471 faculty, and 174 respondents who did not identify their classification, and 85 who reported dual or multiple roles).

External Survey: As of May 15, there were 3,919 responses and 909 open-ended comments. The survey closes on May 23, and results will be shared at that time.

VI. President and Provost Update Meeting – On May 13, Catherine Parsoneault, Gary Smith, Gary Elbow, Sara Spurgeon, and Grace Hernandez briefed President Nellis and Provost Schovanec on the QEP Development Committee’s efforts. The President and Provost were supportive of the committee’s progress, and they endorsed the synopsis document that was provided to them.

VII. Discussion of Update Synopsis – A synopsis document was provided to the committee; this document was also delivered to the Provost and President. This document was discussed by committee members, and it was agreed that Catherine Parsoneault, Gary Elbow, and Gary Smith would continue to refine this document over the summer. As a method to build awareness of the QEP, Aliza Wong suggested that a Summer 2014 student social media campaign would contribute toward branding the QEP. Justin Louder and Jennifer Hughes will work with TTU Communication and Marketing to bring this to fruition.

VIII. Next Meeting – Catherine Parsoneault will send a request to committee members asking for meeting time availability during the summer months.

IX. Adjournment – Gary Smith adjourned the meeting at 3:30 pm.