QEP Development Committee Meeting Minutes
July 10, 2014

**Members Present:** Kathy Austin, Jonathan Marks, Grace Hernandez, Erin Justyna, Courtney Meyers, Catherine Parsonseault, Amy Heard, Elizabeth McDaniel, David Roach, and Sara Spurgeon.

**Members Absent:** Mary Frances Agnello, Todd Chambers, Kathleen Gillis, Stephanie Borst, Susan Lang, Jobi Martinez, Marjean Purinton, Lisa Rogers, Nancy Soonpaa, Gary Smith, Pham Nhung, Fernando Valle, Aliza Wong, and Gary Elbow.

**Others present:** Susan Tomlinson, Rob Stewart, Jennifer Hughes, Marcelo Schmidt and Lisa James.

**Materials Distributed:** Agenda, Meeting Minutes for June 30th, and Synopsis of Proposed Projects and Components from Dr. Kathy Gillis.

**Opening Comments:** Dr. Austin
Welcome and call to order. Dr. Austin was asked by Chair Gary Smith to convene the group in his absence, so work could proceed while he was away on travel. Dr. Austin also welcomed special guest, Susan Tomlinson who in the fall will be the newly appointed President’s Administrative Fellow.

**Approved of June 30, 2014 minutes:** Austin
Minutes were reviewed and approved by members.

**Update on the working draft:** Austin
Dr. Austin reported to the group that a sub-group has been working on the proposal draft, but the group needs to provide guidance and direction, so that we can proceed with a cogent first draft. The problem is that the Quality Enhancement Plan does not reflect the concepts and expanse of ideas the group intended. The group must reach consensus on the primary, foundational motivating principles for the topic selection and projects.

**Discussion of Motivating Constructs and Literature:** All members
After much discussion the group agreed to amend the first driving precept to be the improvement or enhancement of Communicating. The group agreed that secondary, supporting concepts of attitude, perception, competency, and focus were critical aspects of communicating in a global society.

**Discussion of Proposed Projects:** All members
The group reviewed the three project proposed in the initial draft, and agreed to combine and expand aspects of the second and third proposed projects; develop and implement a Communication Enhanced Curriculum program and revitalization of the Writing Intensive requirement, into one project and keep the first proposed project, the development of a Global Communication Center.

**Next Steps and Timeline:** Austin
Dr. Austin will modify the first draft to reflect the concepts and ideas identified by the group and then forward the draft to subgroup members (Spurgeon and Meyers), and then to the full membership for review and additions.

**Next Meeting:** Austin
Dr. Austin will send out a meeting request for Thursday of next week, as a placeholder while Lisa James solicits the group for summer availability.

**Adjournment:** Austin
Dr. Austin adjourned the meeting at 4:02 pm.