QEP Topic Development Committee Meeting Minutes  
April 24, 2014

Members Present: Kathy Austin, Todd Chambers, Kathleen Gillis, Grace Hernandez, Erin Justyna, Susan Lang, Jonathan Marks, Courtney Meyers, Gary Smith, Pham Nhung, Paige Lehmann

Members Absent: Maryfrances Agnello, Stephanie Borst, Amy Heard, Jobi Martinez, Elizabeth McDaniel, David Roach, Lisa Rogers, Nancy Soonpaa, Sara Spurgeon, Francisco Valle, Aliza Wong

Others present: Gary Elbow, Jennifer Hughes, Caleb Cox, and Lisa James

Materials Distributed: Agenda, Potential SLOs, and Online survey to TTU campus

Opening Comments: Chair Smith
Welcome and call to order.

Approval of April 17, 2014 minutes: Minutes were not available, will be reviewed and forwarded to members.

Task Force Reports:
Dr. Austin provided a brief report on the status of the ePorfolio research and possible purchase. The ePortfolio committee reviewed multiple products and settled on Chalk and Wire as the product that best meets the university’s needs. Continued negotiations with the vendor are under way.
Dr. Austin reported that the Rationale Committee has a draft document that will be completed soon.
Dr. Gillis reported there was nothing to report at this time.
Dr. Chambers reported that his group is still working though their tasks.

QEP Project Survey: Dr. Elbow
Dr. Elbow referred to the printed copy of the QEP Project Survey and noted that the survey had just been distributed to students, faculty, and staff members via Qualtrics. Ms. Hernandez made a suggestion that the survey be delivered through Qualtrics to the community constituents for ease of use. Dr. Elbow reported that there may be early survey results available for the May 1 meeting.

Potential SLOs for Projects: Chair Smith
Committee members reviewed and discussed the SLO handout and came to a consensus that some of the wording should be edited to better reflect the committee’s meaning of communication. All of the SLOs must be assessed and measurable as well. Chair Smith will revise the SLOs based on the committee’s discussion and have revised SLOs sent to members via email.

Next Steps: Chair Smith
Chair Smith reported to the members that the next step would to begin the SACSCOC narrative.
Next Meeting: Chair Smith
Chair Smith will send out a meeting request for this same day and time for next week.