QEP Topic Focus Committee Meeting  
Brief Meeting Notes  
1-16-14

I. Call to Order: Gary Smith called the meeting to order at 3:35pm. This is the third meeting of the QEP topic focus group and our goal is to discuss student learning outcomes and some extra questions for some upcoming university wide assessments.

II. CAAP Extra Questions: Catherine Parsoneault, Gary Elbow, and Justin Louder discussed the upcoming CAAP assessment that the Office of Planning and Assessment will be doing with approximately 800 undergraduate students starting at the end of January. Louder said that we could include some supplemental questions on the CAAP assessments that would give us student assessment data that could be used on the QEP documents. We can have up to nine supplemental questions but we should try to stick with 2 or 3 for the QEP because we will ask questions about the TTU Mission Statement and possibly ask questions about technology use. The group discussed many options for questions, structure, what we should ask, how we should ask, etc. In the end the group settled on three questions:

- How confident do you feel communicating in an increasingly global society?
- With what group do you feel the most connection?
- How well prepared do you feel to participate in a global workforce?

III. Student Learning Outcomes: Gary Smith discussed the documents presented to the members detailing communication core classes and student learning outcomes in the core, an email from Dr. Todd Chambers, and documents submitted by other members of the committee on possible student learning outcomes. Because the discussion about the CAAP questions took the majority of the time for this meeting the group was unable to decide on SLOs that could be used in Tech’s next QEP.

IV. Open Discussion & Next Steps: The next steps could be getting the larger QEP Topic committee together to discuss SLOs and the overall project.

V. Next Meeting: A next meeting date was not set for the QEP Topic Focus Committee.

VI. Adjournment: The meeting adjourned at 4:40pm.