

Western Carolina University SACS Review
The Quality Enhancement Plan (QEP)
SACS Core Requirement 2.12
UC Cardinal Room
11:00 a. m., Wednesday, May 31, 2006
Meeting Minutes

Attended:

Mardy Ashe- Career Services; Cindy Atterholt- Chemistry and Physics; Heidi Buchanan- Library; Elizabeth Frazier-Graduate School; Irene Mueller- Health Sciences; Co- Chair Scott Philyaw- History; Co-Chair Brian Railsback- Honors College; Bill Studenc- Public Relations; Melissa Wargo- University Assessment; Michelle Hargis (guest)- Director, Sponsored Research

Absent:

Grace Allen- Accountancy, Finance and Entrepreneurship; Raymond Barclay- University Planning; Jennifer Brown- Athletics; Carol Burton- SACS Director; Kyle Carter- Provost; Phil Cauley- Admissions; David Coffee- Accountancy, Finance and Entrepreneurship; Jane Eastman- Anthropology & Sociology; A.J. Grube- Office of the Provost; Bill Haggard- Student Affairs; Tammy Haskett- Orientation; Wade Livingston- CSP Graduate Student; Gordon Mercer- Public Policy Institute; Patsy Miller- WCU Programs in Asheville; Bob Orr- Office of the CIO; Kadence Otto- Health and Human Performance; Nory Prochaska- Math and Computer Science; Newton Smith- Office of the CIO; Mike Stewart- Administration and Finance; Julie Walters-Steele- University Center

Agenda: The committee is now focusing on issues related to the implementation of the QEP as reflected in the discussions below.

I. Summary of Discussions with QEP Support Services – Scott Philyaw

- Coulter Faculty Center- Anna McFadden
The Coulter Faculty Center budgeted for two new positions for the upcoming year, one of which could be used as an instructional design person for “synthesis” and would work with faculty. The person hired would need professional development in this area.
- USI 130- Nory Prochaska
Synthesis can be incorporated into the USI 130 course.
- Orientation-Tammy Haskett
There was a discussion about developing an experiential learning and career services orientation session with Mardy Ashe, Lois Mwaniki, and Glen Bowen.
- Career Services-Mardy Ashe
Career Services administers all of the cooperative education programs but only three of the internship programs. Students do pre and post assignments as well as write a paper on their experiences.

- Advising Center- Brian Railsback
 - Concern about parent involvement- Parents will need to be on board and supportive of the “synthesis” concept.
 - Career counseling involvement got a positive response. Advisers like the idea of university-wide support for student career counseling.
 - Concern about Career Services staffing- Does Career Services have the staff to spend a lot of time one-on-one with this many students? Mardy said she would like to hire another full-time staff member.
 - Offer a “gateway” course into each major. This would be a way to help the Advising Center offer career exploration choices to students.
 - Questions around creating student motivation for participation were raised. The Advising Center feels we will have to sell this idea to students.
 - Advising suggested higher visibility for internship and co-op programs.
 - Advising recommends a better co-curricular transcript program.
 - Concerns were raised about Advising Center staffing needs. The Advising Center has had additional duties and responsibilities placed upon the advisers and would need to double the size of the advising staff in order to implement the QEP.

*Irene suggested tying the QEP to student retention in order to get more resources.

II. QEP Committee Comments and Discussion

- There is a need for common terminology. Terminology is important for common understanding, implementation, and for assessment. Create a table of terms and a definition for the QEP.
- It was suggested that a logo be developed.
- Brian suggested the QEP have a narrative which tells the story of a student who followed the plan outlined within the QEP and the story of a student who did not.
- Scott said he had heard no negative feedback about the proposed QEP.
- Irene stated she had heard comments from colleagues who did not like the term “synthesis”. She said people were concerned about the word “synthesis” because they did not know what it means.
- It was suggested the committee give thought to the title of the QEP and e-mail title ideas to Scott and Brian.

III. Writing a Proposal- Dr. Michelle Hargis, Director of Sponsored Research

- Michelle suggested the committee think about the money required to fund the QEP proposal which includes the additional financial resources requested by the Coulter Faculty Center, the Advising Center and Career Services. The co-curricular transcript suggestion and the logo/publications suggestions also require financial resources.
- She asked the committee to consider whether such funding is possible.

- She asked the committee to consider where the QEP data would be coming from. Do the data support the need?
- She suggested a mock survey be developed to help university employees respond to questions about the QEP from the SACS committee when the committee comes to campus.
- Handouts on developing a proposal were distributed. Michelle emphasized the purpose of the proposal, the implementation plan and the evaluation of the results. Everything must be tied to a budget. All parts of the proposal must then be tied together.
- Michelle raised the following issues and questions for the committee to consider:
 1. The QEP introduction is too abstract.
 2. What problem are we trying to solve with the QEP? This is not clear.
 3. How can the QEP results be gathered and measured?
 4. What will the pre and post assessment be for the QEP?
 5. How will we prove it worked?
 6. For the evaluation section, how will the records be kept?
 7. Can the results of the QEP be replicated?

Meeting adjourned at 12:00 p.m. Next meeting, June 1.