

QEP Best Practices Literature Review Workgroup

Minutes: Meeting 1

May 9, 2013, 9:00 a.m.

Workgroup Members:

Sasha Bishop (Chair)

Rhonda Cole

Kenneth Flick

Glenn Levicki

Attending:

Sasha Bishop (Chair)

Kenneth Flick

Glenn Levicki

Tonya Beckett (Director of Institutional Effectiveness)

Agenda

Discussion of workgroup purpose, responsibilities, and timeline.

Workgroup members discussed goals and timeline for literature review. Tonya reported that the QEP Steering Committee prefers to have the literature review completed prior to brainstorming learning outcomes, with an ideal deadline of May 28 for completion of the review.

Work on the literature review will begin immediately (see below for breakdown of responsibilities). The initial draft of the review will be discussed at the workgroup's next meeting on May 20. Final workgroup edits will be completed following the meeting. The review will be sent electronically to the Steering Committee on May 21 for input, with the stipulation that the cut-off date for Committee feedback is May 23. On May 24, the workgroup will use input from the Steering Committee to finalize the review.

Division of responsibilities

-All workgroup members will continue to send research to Sasha, who will create a folder on the Y drive for the workgroup's materials.

-During the Greenville, SC conference (May 14 and 15), Ken and Rhonda will solicit input from other attendees on academic advisement. They will relay communications to Sasha for possible inclusion in review.

-Sasha and Glenn will use research to create initial draft of the review with bibliography (by May 20).

- Ken and Rhonda will proofread and revise the review and bibliography (to be completed by May 21, when review draft is sent to Steering Committee).

-Following Steering Committee review, all members will discuss input. Sasha will ensure that feedback is included in review.

-Tonya will confirm that May 28 is the preferred deadline for completion of the review.

Recommendation of QEP Evaluators

Tonya noted that the workgroup has the opportunity to recommend possible evaluators (experts in the field of academic advisement) for the QEP. She also noted that other rules may apply to selection of evaluators (e.g., they may need to be from out of state). Tonya recommended that the workgroup's suggestions be made by July.

Additional business

Workgroup determined that the following meeting will be held May 20 at 8:30 a.m. Sasha will send out invitations.

Adjourned at 10:00 a.m.