

**University of Central Florida Reaffirmation of Accreditation
Quality Enhancement Plan Planning & Development Committee**

Minutes – October 7, 2014 – 11:00 AM

Karen L. Smith Faculty Center for Teaching and Learning – CB1, Room 205

I. Welcome

Elliot Vittes welcomed everyone and briefly went over the agenda for the meeting.

II. Update on Process & Timeline

Vittes discussed the timeline for the remainder of the QEP Planning & Development process including the following:

- Concept Papers received on 10/06/2014
- Review by committee
- Papers and survey posted online (10/10/2014)
- Survey open until Friday, October 31, 2014
- Listening Groups between October 13, 2014 and October 28, 2014
- Special edition of *Faculty Focus* to feature concept papers-mid-October
- Next planned QEP P&D Committee meeting-November 4, 2014
- Concept papers, survey results, and listening group information to President Hitt

III. Review of Survey

Hank Lewis discussed the Qualtrics survey that would be used for the QEP. A draft version was distributed to the committee and minor changes were made. The survey was to be online from October 10 through October 31, 2014. The survey will be promoted via *Central Florida Future*, *Faculty Focus*, and numerous emails and Listservs. The survey consists of two questions per topic and includes an area for comments, suggestions, etc.

IV. Review of Listening Groups

Lewis shared a draft of the listening group guidelines with the committee and asked for suggestions for changes or revisions. The committee made a number of suggestions which will be included in the final facilitators guide for the listening groups. Lewis passed out a tentative schedule for the listening groups.

V. Discussion of Concept Papers

Melody Bowdon discussed the concept papers that had been received by the deadline and comments were noted from committee members. The concept papers submitted and reviewed by the committee were:

- A. Bridging the Gaps to Student Success: Fostering Workforce Readiness
- B. Enhanced Student Engagement
- C. Communication for Career Preparation
- D. Foundations for Success
- E. uC4f: Creativity + Critical Thinking + Communication + Collaboration = Future Career
- F. UCF: (Y)our (E)ssential (S)kills to Career Readiness!

Lewis and Brett Morrison will develop a two sentence description of each paper and will send the description for approval to the lead writers on each concept paper. They will also have the committees review the final version of the executive summary for each paper.

The meeting was adjourned at 12:20 p.m.