

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

Minutes – November 12, 2014 – 11:00 a.m.

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

In attendance: Penny Beile, Divya Bhati, Bill Blank, Robert Borgon, Melody Bowdon, Madi Dogariu, Ulla Isaac, Jeff Jones, Pat Lancey, Hank Lewis, Brett Morrison, Tammy Muhs, Dan Murphree, Alice Noblin, Reid Oetjen, Heather Pena, Kimberly Schneider, Blake Scott, Kerry Welch, Amy Zeh

I. **Welcome & QEP Process Update**

Melody Bowdon welcomed the committee, outlined the agenda for the meeting, including changes and updates to the QEP timeline. The following administrative items were mentioned:

A. Timeline Updates

- Committee gives input on data from survey and listening groups (11/12/2014)
- SACSCOC Coordinating & Leaderships Team crafts documents for President Hitt (November 2014)
- Presentation of concept papers and data to President Hitt & President's Leadership Team (November 2014)
- Selection of QEP topic by President Hitt and President's Leadership Team
- Creation of 2016 QEP Implementation Committee (Spring 2015)
- Selection of 2016 QEP Director (Spring 2015)
- Development of tasks and assessment for 2016 QEP by Implementation Committee (Spring 2015)
- Presentation of QEP to campus community (Spring 2015)
- Implementation of pilot projects (Fall 2015)
- Submission of 2016 to SACSCOC (March 2016)
- Presentation of 2016 QEP to SACSCOC Visiting Team in April 2016 (April 26-28, 2016)

B. QEP Implementation Committee

Once the 2016 QEP topic is selected a new committee will be formed to work on implementation, projects, and assessment. Bowdon asked members of the Planning & Development Committee to consider participating as members of the implementation committee.

II. **Work Groups**

Committee members were divided into 4 work groups. Each group was given survey results from one or more of the UCF stakeholders (i.e., alumni, employers, undergraduate students, faculty), and the results from the associated listening groups. Hank Lewis summarized the process to this point in selecting a new QEP topic, and gave information on those who participated in the listening groups and completed the QEP survey. The information included:

- Listening Groups: 3 for students (total of 12 students); 1 for alumni (13 participants), 1 for employers (4 employers participated electronically); 5 for faculty and staff including 1 electronic town hall meeting (17 faculty & staff participated)
- QEP Survey: 623 started the survey and 475 completed the survey
- Participation totals on QEP survey pages are people who answered that specific question (numbers may vary based on which questions each participant completed)

Groups were tasked to examine the comments from the survey results and the listening groups and determine which 5 to 10 would be most useful to assist President Hitt in making a decision. Groups were also given the option to craft a statement that they thought would be helpful in selecting the best QEP topic.

Each group submitted their comments, statements, and analysis of the survey and listening group results. The SACSCOC QEP Coordinating Team will take those submissions and craft them into a report for President Hitt.

The meeting adjourned at 12:10 p.m.