

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

Minutes – June 17, 2014 – 11:00 a.m.

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

In attendance: Weston Bayes, Divya Bhati, Bill Blank, Melody Bowdon, Nataly Chandia, Madi Dogariu, Veena Garib, Julie Hinkle, Ulla Isaac, Pat Lancey, Hank Lewis, Brett Morrison, Patsy Moskal, Tammy Muhs, Fidelia Nnadi, Alice Noblin, Heather Peña, Kimberly Schneider, Blake Scott, Youcheng Wang, Kerry Welch, Amy Zeh

I. Welcome, Introductions, and Information

Melody Bowdon welcomed the committee and presented the following updates:

- A. The QEP website is now live.
- B. President Hitt will send an email this week to the entire UCF community announcing the start of the QEP selection process and calling attention to the website for submitting topic proposals.
- C. Committee members are encouraged to create topics of their own or to modify existing topics and submit them via the website.
- D. As the committee deliberates on all of the topics, it is important to remember a few basics:
 - 1. There is no guarantee that any particular topic will ultimately be selected; although, components of various topics may later appear as smaller projects or individual tasks.
 - 2. The goal is to work with between five and seven topics at any given time. As new topics are submitted for consideration, it may be necessary to discontinue discussion of other topics.
 - 3. Some topics may have valuable applications for our campus but may not necessarily be suitable candidates for a QEP. Such topics will be forwarded to the appropriate colleges or divisions for consideration.

II. Feedback from Teaching and Learning Day

Bowdon explained how participants in the Faculty Center's annual Teaching and Learning Day had discussed the current sample QEP topics and had offered some comments and suggestions to further the committee's discussions. Bowdon noted that these topics are dynamic and that the process for refining them will be open and ongoing.

III. Small Group Discussions

Committee members returned to their small groups to continue discussing the various sample QEP topics, according to the guidelines that Bowdon presented the previous week.

IV. Debrief of Discussions

Bowdon led the committee in a debriefing of their small group discussions. The committee recommended that each small group put together a short summary of their discussions to be distributed to the entire committee at next week's meeting.

The meeting adjourned at 12:00 p.m.