

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

Minutes – July 15, 2014 – 11:00 a.m.

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

In attendance: Weston Bayes, Penny Beile, Bill Blank, Melody Bowdon, Nataly Chandia, Marty Dupuis, Veena Garib, Ulla Isaac, Pat Lancey, Hank Lewis, Brett Morrison, Patsy Moskal, Dan Murphree, Heather Peña, Blake Scott, Elliot Vittes, Youcheng Wang, Kerry Welch

I. Welcome, Introductions, and Instructions

Elliot Vittes welcomed the committee and encouraged committee members to inform their colleagues and other stakeholders about the online submission process for suggested QEP topics. The committee members then discussed how each of them might best reach out to their colleagues and to those stakeholders whom they represent. The committee specifically noted that greater student involvement will be necessary and brainstormed ways in which various student populations might be reached.

Vittes reminded the committee that there will be no meeting on Tuesday, July 22. Vittes also informed the committee that submissions from the QEP website will be sent to all members for their review on July 18 and that the various small groups will be expected to submit the proposed topics that they have been working on over the past several weeks via the website by July 24.

II. Report on TeachLive™ Activity

Melody Bowdon reported to the committee on the implementation of the TeachLive™ activity that the committee had helped develop during the previous meeting. Weston Bayes recruited two student volunteers to take part in a TeachLive™ simulation, the results of which, Bowdon explained, may be useful for the committee in developing assessment models for the various proposed QEP topics.

III. Review of Suggested QEP Topics

Hank Lewis presented the committee with a rubric and a list of key considerations for evaluating the various proposed QEP topics that are submitted via the website. Lewis explained how to use the rubric and led the committee in a discussion about how best to make the evaluation process more inclusive and flexible with regard to various stakeholders who may have valuable ideas about the QEP or student learning in general but who may not wish to complete the entire online form.

IV. Small Group Discussions

The various small groups worked together to further refine their proposed topics to ready them for submission via the website by July 24.

The meeting adjourned at 12:00 p.m.