

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

Minutes – August 5, 2014 – 11:00 a.m.
Karen L. Smith Faculty Center for Teaching and Learning, CB1 205

In attendance: Weston Bayes, Lynn Becker, Penny Beile, Divya Bhati, Bob Borgon, Melody Bowdon, Nataly Chandia, Veena Garib, Julie Hinkle, Hank Lewis, Martha Marinara, David Mealor, Brett Morrison, Patsy Moskal, Tammy Muhs, Dan Murphree, Alice Noblin, Heather Peña, Kim Schneider, Elliot Vittes, Kerry Welch, Amy Zeh

I. Welcome

Elliot Vittes welcomed the committee and briefly outlined the agenda for the meeting, making note of the following administrative items:

- A. Vittes highlighted key dates in the QEP topic selection process (including dates on which the committee has decided not to meet), referencing a timeline that Hank Lewis prepared.
- B. Vittes noted that the meeting to be held on Tuesday, August 26, may need to be lengthened possibly to two hours.
- C. Vittes reminded the committee that the deadline for topic submissions to the QEP website is August 13; he charged the committee to encourage their colleagues to offer their suggestions by that date.

II. Discussion of Proposed QEP Topic

Lewis led the committee in a discussion of an additional proposed QEP topic that had been submitted via the website since the committee's last meeting.

III. Review of Supported Topics

Melody Bowdon led the committee in a review of the previous week's discussion, solidifying the committee's stance on each of the proposed topics that had been submitted at that point.

IV. Discussion of White Paper/Concept Paper Requirements

Bowdon and Lewis led the committee in a discussion of a proposed outline and other detailed requirements for the composition of white papers/concept papers that the committee will eventually write to further develop five final proposed topics. The committee gathered in small groups to discuss the guidelines for writing the white papers/concept papers and reconvened to offer suggestions to the committee at large.

The meeting adjourned at 12:00 p.m.