

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

Minutes – August 26, 2014 – 11:00 AM
Karen L. Smith Faculty Center for Teaching and Learning – CB1, Room 205

I. Welcome

Elliot Vittes welcomed those in attendance to the meeting and presented the following timeline to the committee.

Date	Description
September 2	Planning & Development Team will not meet
September 9	Determination of teams to further develop topics selected to move forward (if not completed at today's meeting)
September 10-October 3	Development of concept papers
October 6	Final concept papers due to QEP office
October 8	Topics presented to UCF community; online survey opens
October 9-21	Listening groups (schedule to be developed)
October 23	Online survey closes
October 27	Distribution of survey results to Planning & Development Committee
November 4	Discussion of survey results and changes to concept papers based on results
November	Presentation to President's Leadership Team

II. Concept Paper Requirements

Hank Lewis presented a draft version of the guidelines for the concept papers. The committee members discussed the guidelines and suggested several changes. Revisions will be made and the guidelines will be sent to committee members and to the lead writers of each accepted concept paper.

III. Discussion of Topics Received for Considerations

Additional topics were submitted via the website for potential QEP topics. The committee reviewed each of the topics to examine their viability based on the criteria for an acceptable QEP. The committee discussed each topic and compared them to the criteria and to other topics previously submitted for consideration.

IV. Discussion of All Topics Moving Forward to Concept Papers

Melody Bowdon and Vittes led a discussion of all the topics the committee selected to move forward to the next stage—development into concept papers. The discussion included the written comments from committee members who were not able to be present for the meeting. Decisions were made to combine some topics and to ask the submitting authors to work together on a combined concept paper. Six topics were selected to be developed into concept papers. Subcommittees, consisting of QEP Planning & Development Committee members and faculty and staff across campus, were created to write the concept papers. Lead writers were selected for each concept paper.

The committee completed another examination of the topics that were not selected to move forward. This information will be used to support the selected topics. Keywords were examined and concepts that appeared numerous times were noted by the lead writers and committee members.

V. Concept Papers

Bowdon and Vittes reminded committee members of the due date for completed concept papers.

The meeting adjourned at 12:30 p.m.