



## QEP Development Committee – Minutes

STEAM Center | December 12, 2019 | 1:00pm

[www.valdosta.edu/administration/sacs/qep/](http://www.valdosta.edu/administration/sacs/qep/)

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**Present:** Michael Schmidt (chair), Lois Bellflowers (and Minnie), Russ Hoff, Lee Grimes, Michael Black, Lavonna Lovern, Emily Rogers, Shá Wilfred, Vince Miller, Mike Savoie, Rob Freidhoff, Carla Jordan, Sheila Hall

**Absent:** Victoria Russell, Zulal Denaux, Jan Drake, Jamie Landau, Carla Gervin, Barbie Radcliffe,

Called to order at 1:03pm.

### **New Business:**

Approval of Minutes from November 21, 2019

Motion: Rob Freidhoff, Second: Michael Savoie; passed unanimously with no changes.

M. Schmidt / Committee members:

- M. Schmidt and M. Savoie presented an update to Deans' Council in December on the committee's progress and shared a draft of the document titled *Trailblazing: Shaping the Undergraduate Experience through Experiential Learning: A Quality Enhancement Plan for the Next Decade*. Deans will be added to the Teams site so they can review committee materials. Dr. Smith encouraged committee members to concentrate more on the proposal's content and less trying to identify the sources for resources.
- M. Schmidt shared UT Chattanooga's Strategic Planning website (<https://www.utc.edu/strategic-plan/index.php>) as an example of how specific goals and assessments were presented in a linear table. Suggestion that when the time comes that we place our assessment materials on the QEP website.
- Committee discussed the document *Trailblazing: Shaping the Undergraduate Experience through Experiential Learning: A Quality Enhancement Plan for the Next Decade*. Committee members suggested adding levels to the proposal and ensuring academic components would be clearly connected. Discussed what types of activities may count for EL. Discussed what is the enticement or award for students completing the checklist. Several of us will work to expand this document before the next meeting.
- V. Miller and John Wright have been working with the Presence team (vendor for BlazerLink) to learn about additional functionality available in the system but that we are not currently utilizing. The system has the ability to track experiential learning activities but eligible activities will need to be pre-programmed into the system. Experiences, opportunities, skills, and points can be programmed for activities. Presence recommended a taxonomy of explore, focus, achieve.
- M. Black shared that he recently attended the SACSCOC Annual Meeting and learned about other institutions that are using HIPs and EL for their QEP.

- M. Savoie reported on a recent breakout group held with Honors students. Students are requesting a more structured experiential learning activities menu.
- R. Freidhoff recommended adding students to the QEP committee to ascertain what interests them. We will invite 4 students (2 who are actively engaged currently in activities and 2 who are not).

**Original charge/notes from Dr. Smith:**

- Provided background about the components of a Quality Enhancement Plan (QEP).
- Charge: Determine topic, who is responsible for implementing, how it will be assessed, who is responsible for assessing, what are the costs, develop outcomes and objectives.
- Committee should prepare a recommendation for VSU's new QEP by the end of Spring 2020.
- The QEP should not be overly burdensome, should be a five-year plan, maybe an enhancement of existing initiatives, must emanate from institutional planning.
- The institution has done existing fundraising around experiential learning (e.g., Terry Center for Experiential Learning).
- Committee members should involve the campus community (such as through open forums).
- QEP has the potential to be transformational for the institution.
- QEP Evaluation Rubric (handout distributed) and available at <http://www.sacscoc.org/pdf/Quality%20Enhancement%20Plan%20Framework.pdf>

**Prior to the Next Meeting, Committee members should:**

- Continue to review files and links posted in Teams.
- Post ideas/add to the conversation threads in Teams.
- Email names of potential students to invite to M. Schmidt before next meeting.
- Next Meeting: TBD / Complete doodle poll regarding next meeting date.

Adjourned at 2:00pm.

Respectfully submitted, 12/13/19 – M. Schmidt & M. Black