QEP Committee – “Close Reading for Effective Writing”

July 26, 2018

Minutes –

Present: Charles Ford (Director); Lynn Figueroa, Khadijah Miller, Page Laws; Nicole Kyser; Beatrice Darden-Melton; Robert Perkins; Felicia Mebane; Andrew Carrington; Oladayo Oyeyiola, Katrice Hawthorne, Arketa Howard.

I. The Committee discussed possible candidates to be Norfolk State University’s Lead QEP Evaluator, whom we should identify by September 1, 2018. Kathleen Burk of the Association for Core Texts and Courses (ACTC) was mentioned for her expertise with both close reading pedagogy and accreditation processes. Charles Ford stressed that the Lead Evaluator cannot not a Consultant and cannot be from Virginia.

II. The Committee discussed our activities for the Opening Session – the general overview on Tuesday August 14 and the two optional workshops on Wednesday August 15. A. Howard was still working on the video.

III. It was noted by Charles Ford that we need student and (more) staff Representation on the QEP Committee pronto. Felicia Mebane said that she would get reliable student representatives. Charles Ford mentioned some staff people with writing backgrounds. The Committee also thought it should get more faculty representation from area outside of the College of Liberal Arts.

IV. The Committee decided that each part of the QEP should be voted on once completed. This should take place in late September or early October. This voting to confirm and submit must take place after the Committee has had extended representation. We discussed also the processes to get other campus groups to consider and ratify the final QEP: Faculty Senate, Student Government, Board of Visitors, Alumni Association.

V. Charles Ford volunteered to collect and to incorporate everyone’s else edits, including the new Assessment Plan from Oladayo Oyeyiola. After that round, Robert Perkins volunteered to do the second round of revisions.

VI. The next meeting was tentatively scheduled for August 3, but, after the meeting, we moved it to August 9 at 12:30 pm.