NORFOLK STATE UNIVERSITY
QEP COMMITTEE MEETING
August 9, 2018
12:30 P.M. – 2:00 P.M

MINUTES

Presiding: Dr. Charles Ford
Note taker: Dr. Lydia Figueroa

CALL TO ORDER and ORDERING OF THE AGENDA

- Dr. Charles Ford called the meeting to order at 12:30 P.M.
- Section 4.2 and 6.1.3 was added to the agenda to discuss identifying a graduate student to serve as an editor and QEP logo initiative.

1.0 APPROVAL OF MINUTES: Minutes for July 26, 2018 QEP meeting were approved with the following correcting:
1.1 Lynn Lydia Figueroa
1.2 Lead Evaluator cannot not be a Consultant . . . (paragraph 1)

2.0 OPENING SESSION ACTIVITIES

2.1.1 Dr. Ford specified – QEP sub-team members will present information in the theater on Tuesday, August 14th, 1:30 PM – 3:00 PM; and two optional workshops on Wednesday, August 15 from 8:30 a.m. to 10:30 a.m. and 2:00 p.m. to 4:00 p.m. for the afternoon session. Committee members discussed workshops’ topics and descriptions. Dr. Ford also articulated suggestions from Dr. Dorothy Jones such as integrating more curricula diversity within the workshops.

2.2 QEP VIDEO

2.2.1 Dr. Ford, Ms. Howard and other committee members discussed constructing a QEP video. Dr. Ford suggested contacting Edith Thorpe for media time. Wyntre Green and several students were recommended to help create a video. Dr. Mebane also offered to contact a student who may be able to help expedite the video process.

2.2.2 Committee members suggested filming several campus activities. Dr. Miller recommended filming various activities on Constitution Day and Founder’s Day (September 17 & September 20 respectively). Close reading class activities were also recommended for filming. Dr. Perkins expressed - faculty activities should be filmed on Founder’s Day as well.
3.0 EXISTING DRAFT IN SHAREPOINT – MARK AUGUST 9, 2018

3.1 Dr. Ford reminded committee members a draft was in SharePoint. Dr. Zapatero stated that a director of evaluation will be visiting by September 9.

4.0 BROAD BASE IMPACT AND SUPPORT

4.1 Funding support – Dr. Ford stated that funding for swag items were received from the Provost office. Dr. Laws shared information regarding possible funding agencies such as the Kellogg Foundation.

4.2 QEP Logo – Dr. Zapatero, Dr. Miller and committee members discussed initiating a logo campaign or contest for students. Incentive ideas for the winner(s) were also discuss.

4.3 Dr. Ford distributed a draft of the QEP Employer Questions and QEP Alumni Questions. Dr. Perkins recommended adjusting Employer Questions to Likert Scale structure and operationalizing the Alumni Questions. Dr. Oyeyiola suggest producing a QEP website to store questions/surveys, etc.

4.3.1 Action Item: Dr. Perkins and Dr. Oyeyiola offered to work on revising the QEP Employer and QEP Alumni Questions. Revisions will be submitted by September 1.

5.0 STUDENT LEARNING GOALS AND OUTCOME

5.1 Dr. Ford conveyed suggestions and feedback from committee members and other colleagues –

5.1.1 Goals should be condensed - We only need two goals: One for reading and one for writing. One goal should include “Effective Academic Writing ... “This statement will enhance consistency. The goals and objectives should link to the university’s strategic plan.

6.0 PROBLEMS WITH CITATION

6.1.1 Feedback from colleagues and committee members found in-text citations are conflicting and page numbering may need adjusting.

6.1.2 Committee members were asked to read the document again and return comments ASAP or by Thursday, August 23.

6.1.3 Dr. Perkins recommended having a graduate student serve as an editor. He also offered to contact Dr. Aurelia Williams to help identify a student.

6.1.3.1 Dr. Perkins contacted Dr. Aurelia Williams via text message during the meeting and she was able to identify a student. Payment was requested for the student to serve as an editor.

7.0 THE PLACEMENT OF THE WRITING CENTER

7.1 This item was left for further discussion with Dr. Leroy Hamilton.
8.0  NEXT MEETING: AUGUST 16 – 12:30 PM
   8.1 The next meeting was rescheduled for August 23, 2018.

   8.2 Other Announcements: none

Meeting Adjourned: Meeting was adjourned at 2:03pm

Present: Charles Ford (Chair); Lydia Figueroa (Recorder); Khadijah Miller; Robert Perkins; Cynthia Lynn Harrison; Page Laws; Enrique Zapatero; Arketa Howard; Felicia Mebane; Nicole Kyser; Oladayo Oyeyiola; Andrew Carrington