NORFOLK STATE UNIVERSITY
QEP COMMITTEE MEETING
Brown Memorial Hall

Thursday, August 23, 2018, 12:30 P.M.

MINUTES

Presiding: Dr. Charles Ford
Notetaker: Dr. Lydia Figueroa

CALL TO ORDER and ORDERING OF THE AGENDA

- Dr. Charles Ford called the meeting to order at 12:39 P.M.
- 3.3 was added to the agenda: Dr. Oyeyiola summarized the assessment process and training faculty.

1.0 APPROVAL OF MINUTES:
1.1 Minutes for August 9, 2018 QEP meeting were approved with amendments.

2.0 IDENTIFYING THE QEP LEAD EVALUATOR – Kathleen Burk: The Association of Core Text and Courses (ACTC)

2.1 Dr. Ford reiterated the qualifications of a Lead Evaluator and the onboarding status of Dr. Kathleen Burk as a candidate. He verbalized that we are still waiting on a response from Dr. Kathleen Burk.
   2.1.1 Action Item: Dr. Laws and Ms. Harrison suggested contacting Dr. Mary Anne Wolfe, a cognitive neuroscientist from Tufts University as an alternative. Dr. Laws will try to contact Dr. Wolfe.

2.2 Dr. Ford also reviewed important dates
   2.2.1 September 9: Internal evaluation
   2.2.2 October 1: Lead Evaluator onboard
   2.2.3 October 15: Draft due
   2.2.3 March 5 – 7: mock Visit
   2.2.3 March 19 – 21: actual visit

2.3 Dr. Carrington asked committee members “if you have anything for the report to the compliance committees, please submit it by today.”

3.0 OUTREACH and IMPLEMENTATION EVENTS – MEETING WITH ENG 101/102, HIS 101, and SOC 101
3.1 Dr. Ford articulated that the presentations for the *Fall Opening Sessions* went well. However, we need to do more outreach activities. He stated we need at least four or five more activities this semester. Dr. Miller advised aiming for three. Dr. Ford and the committee agreed that three to four maybe more appropriate.

3.2 Committee members offered outreach ideas such as inviting the ENG 101/102, HIS 101, and SOC 101 faculty and a faculty member from other undergraduate departments to help
3.2.1.1 Identify core texts
3.2.1.2 Present at *General Counsel meeting*(s)
3.2.1.3 Contribute to showcasing various close reading activities.

3.3 Dr. Oyeyiola briefly discussed assessment process and training faculty on using Value Rubrics. He expressed that faculty should upload the documents for training purposes.

4.0 LOGO CONTEST
4.1 Committee members suggested contacting Dr. Solomon Isekieje, Division Head for Fine Arts Department

5.0 VIDEO
5.1 Dr. Ford stated, we would like to have the video for marketing by spring 2019.
5.1.1.1 *Action Item:* Dr. Mebane will contact a student to help formulate the video.
5.1.2 Dr. Miller suggested utilizing the big TV screens located in several buildings on campus.

6.0 REVISING DRAFT
6.1 Dr. Ford announced that revisions were done on citations by Ms. Lynne Harrison.
6.1.1 *Action Items:* Dr. Laws offered to contribute by adding a statement in the document explicating the linkage to national trends and the university’s six plan. Dr. Jocelyn Heath offered to work on the style of the manuscript.
6.1.1.1 Items will be completed by September 1, 2018.

7.0 STUDENT and STAFF INVOLVEMENT
7.1 Dr. Figueroa and committee members discussed having a graduate student serve as an editor.
7.2 Committee members will continue to seek student involvement and help with the logo.

8.0 SURVEYS for ALUMS and EMPLOYERS

8.1 Old Business: Dr. Oyeyiola are working on his item and schedule o complete by September 1, 2018.

9.0 NEXT MEETING: August 30, 2018

Meeting Adjourned: Meeting was adjourned at 1:12 pm

Present/Attendees: Charles Ford (Director); Jocelyn Heath; Beatrice Darden-Kloudy (Melton); Désiré Baloudi; Arthur Bowman; Lydia Figueroa (Recorder); Oladayo Oyeyiola; Andrew Carrington; Page Laws; Cynthia Lynn Harrison; Felicia Mebane; Aylin Marz; Khadijah Miller