NSU Quality Enhancement Plan (QEP) Committee Meeting | MINUTES
CREW - Close Reading for Effective Writing

Date 12/06/2018 | Time 12:30 PM | Location Robert C. Nusbaum Honors College, 236 Brown Hall

Attendees
Ms. Cynthia Lynne Harrison, Dr. Reddy Dondeti, Dr. Charles Ford, Dr. Enrique Zapatero, Dr. Ebenezer Kolajo, Dr. Page Laws, Dr. Andrew T. Carrington, Mr. Oladayo O. Oyeyiola, Dr. Désiré Baloubi, Ms. Ebonee N. Atkinson, Dr. Felicia Mebane

QEP Director Dr. Charles Ford
Facilitator Dr. Enrique G. Zapatero
Minutes Dr. Andrew T. Carrington

AGENDA

ACTION

Call to Order Dr. Charles Ford, QEP Director

QEP Onsite Evaluation Committee Dr. Zapatero and Dr. Ford stated that the QEP Onsite Evaluation Committee will have to be reformed because of Committee member scheduling conflicts with the March 5-7, 2019, Onsite Visit. Dr. Zapatero, Dr. Ford and Dr. Laws will work to reestablish the QEP Onsite Evaluation Committee.

QEP/CREW Draft Dr. Ford discussed the purpose of the QEP/CREW, the significant impact it will have upon student reading and writing achievement, effect upon the overall success of NSU students, and influence upon NSU graduates as citizens and adult workers. He conducted a detailed, page-by-page review of the QEP/CREW Draft and Assessment Plan. Confirmed that the document may not exceed 100 pages of size 11 Arial font, including a narrative of no more than 75 pages and appendices of no more than 25 pages. Dr. Ford requested that each QEP Committee member reread the draft as soon as possible and select sections/areas to build upon/revise/rewrite. Revisions, rewrites and comments are to be emailed to Dr. Ford and Dr. Carrington preferably by Wednesday, December 12, 2018, but before leaving for the NSU Winter Break. Dr. Carrington will compile and edit the official QEP document.

Sections
Executive Summary Dr. Ford
Core Text/Close Dr. Laws, Ms. Atkinson, Dr. Mebane
Reading/Common Reader Assessment/Pilot Program Dr. Kolajo, Mr. Oyeyiola
Pathway 2: Enriching Co- Dr. Miller, Dr. Haywood
curricular Activities
Pathway 3: Faculty and Staff Development and Engagement
References/Library Guide Dr. Arroyo
Program Structure Ms. Harrison

Committee Members
Dr. Zapatero
<table>
<thead>
<tr>
<th>AGENDA</th>
<th>ACTION</th>
</tr>
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<tbody>
<tr>
<td>Program Timeline and Expansion</td>
<td>Dr. Zapatero</td>
</tr>
<tr>
<td>Budget</td>
<td>Dr. Zapatero</td>
</tr>
<tr>
<td>Writing Lab</td>
<td>Ms. Atkinson, Dr. Mebane</td>
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<tr>
<td>Student Learning Outcomes, Reading &amp; Writing</td>
<td>Dr. Laws, Dr. Baloubi</td>
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**QEP/CREW Pilot Program and Implementation Training**

Dr. Ford, Dr. Kolajo and Mr. Oyeyiola discussed the assessment and AAC&U Value Rubric review conducted December 4, 2018, 1:00 – 2:00 pm, 200 NGE Conference Room. The AAC&U Reading Value Rubric and the AAC&U Written Communication Value Rubric will be used to evaluate student progress. **Participants:** Dr. Ebenezer F. Kolajo, Mr. Oladayo O. Oyeyiola, Dr. Enrique Zapatero, Dr. Andrew T Carrington, Dr. Khadijah O Miller, Dr. Robert K Perkins, Ms. Cynthia Lynne Harrison, Dr. Charles H. Ford, Ms. Ebonee N. Atkinson, Dr. James A Curiel and Ms. Ellen E. Jones. **Could not attend:** Dr. Page Laws, Dr. Felicia E. Mebane, Dr. Chinedu G. Okala, Dr. Desire Baloubi, Dr. Mamie Johnson, Ms. Christina P. Streets and Ms. Shelley T. Scott-Johnson.

**QEP/CREW Implementation Training:** 10:00 – 11:30 am, Friday, January 4, 2019, 1040 Lyman Beecher Brooks Library

**QEP/CREW Budget**

Dr. Zapatero presented an itemized, line-by-line financial description for the proposed budget (attached). Faculty stipends will be provided to faculty who develop or enhance new courses in which CREW outcomes can be embedded. Funds for Faculty Professional Development activities in support of CREW objectives are also identified. Costs associated with recruitment and marketing including consultation and web design are incorporated into the CREW budget. Assessment expenses related to tracking the impact of CREW initiatives are also identified in the budget. Funds to be used by the QEP Director in the development of curricular and non-curricular activities for the development or enhancement of CREW programs are also included in the budget. The proposed budget considers a stipend to be paid to the QEP Director in addition to his/her regular faculty compensation, plus a budget line to be paid to the QEP Director’s academic unit to cover the equivalent of 75 percent release time from teaching load to permit the hiring of an adjunct professor to cover the QEP Director’s released academic load. The proposed budget also considers the hiring of an administrative specialist to provide clerical support to the QEP Director. Dr. Reddy Dondeti, Convener, Institutional Capability and Budget Committee, thanked Dr. Zapatero for the comprehensive financial presentation of the proposed budget.

**QEP/CREW Marketing Campaign**

Dr. Ford indicated the Office of Communications and Marketing is developing the QEP/CREW Marketing Campaign. The Communications and Marketing team plans to promote the QEP/CREW through the release of timely information regarding the activities of NSU students, faculty, and staff. The QEP/CREW
AGENDA

Marketing Campaign will work with the news media, publishing a NSU newsletter, annual report, university magazine and creating internal and external partnerships that will help tell the NSU QEP/CREW story.

Opening Session Activities

Dr. Ford continues formulating the list of QEP/CREW activities and programs for the Fall 2018 and Spring 2019 Semesters, including the Spring 2019 Opening Session. He is also working with Dr. Dorothy L.R. Jones to present the QEP CREW during the 2019 Opening Session.

Next Meetings

12:30 pm, Thursdays, Robert C. Nusbaum Honors College, 236 Brown Hall
- January 3, 2019
- January 10, 2019
- January 17, 2019
- January 24, 2019
- **January 25, 2019** – Mail QEP/CREW Document to SACSCOC
  - January 31, 2019
  - February 7, 2019
  - February 14, 2019
  - February 21, 2019
  - February 28, 2019
- **March 4-7, 2019** – SACSCOC/QEP Onsite Committee Visit

Closing

Dr. Charles Ford, QEP Director, closed the meeting at 1:50 pm.

Attachments

1. QEP CREW Budget
CREW Budget

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The next line on the budget allows for funds reallocation and/or in-kind contributions from other university sources. The bottom line on the budget identifies the balance or new funds required.

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<th>Category</th>
<th>Pilot Year 2018-19</th>
<th>Year One 2019-20</th>
<th>Year Two 2020-21</th>
<th>Year Three 2021-22</th>
<th>Year Four 2022-23</th>
<th>Year Five 2023-24</th>
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<td>QEP Director stipend</td>
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<td><strong>New Funds Needed</strong></td>
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