University of Houston-Downtown®

QEP Steering Committee

Meeting Minutes

January 12, 2024, 11:30am

ACAD 701 or Zoom

Meeting attendees: Tim Redl, Stefany Records, Sam Weehunt, Cesar Garza, Tammis Thomas, Charlie Finch, Poonam Gulati, Wendy Burns-Ardolino, Mike Connelly, Divya Bhati, Mik Yegiyan

Unable to attend: Hayden Bergman, Dana Smith

Agenda

1. Approve minutes from December 19, 2023 meeting
2. Review Call for Proposals; timing for a reminder email between Jan 12/Feb 12
3. Review Form to receive proposal content
4. Familiarize committee members with the SACSCOC Evaluation Framework (Rubric); this rubric will be used to evaluate the proposals
5. Discuss approaches to gather feedback from campus on submitted proposals.
6. What is the functional plan for reviewing the proposals?
7. Dialogue around encouraging faculty and staff to submit proposals (Faculty Senate, committee meetings, other department/college meetings, etc.); who will present at what meeting?

Meeting Summary of the January 12 QEP Steering Committee

The committee discussed the language of the call for proposals message. Various clarifications were discussed. The concept of office hours was introduced to the committee as an option for individuals to discuss topic ideas and ask questions. The committee reviewed the electronic form to receive topic proposals and made various clarifications of language and updates. The committee reviewed the SACSCOC rubric that will be used to evaluate proposals; that rubric will also be used liberally to review topic proposals. The committee was assigned homework to further review the rubric. The committee discussed the timeline and process for reviewing topic proposals agreeing that the committee wants to review all submissions before sharing with the campus community for review.