

Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Cathy Singletary		
MEETING DATE: 11/29/18	MEETING TIME: 11 a.m.-12:00 p.m.	MEETING PLACE: Merle Glass Rm 122
RECORDER: Cathy Singletary		PREVIOUS MEETING: 11/12/18

OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dr. Cathy Singletary, Professor, QEP Director	
P	Natalie Oswalt- Dean of Arts, Sciences & Technology	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting		
Old Business:	<ul style="list-style-type: none"> None 	
New Business:	<ul style="list-style-type: none"> Analyze feedback submitted by QEP committee members following examination of Master Learning Framework course Determine means of and feasibility of reduction in course content Determine timeline for course revisions Q&A for course materials needs 	Cathy Singletary
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	None
New Business: Discussion	<p>Dr. Singletary called a special meeting with Dean Oswalt to discuss the following items:</p> <ul style="list-style-type: none"> Review of committee member feedback after examination of Master Learning Framework course Continued consideration of reduction in course content, while noting student assignments and depth of thought Determined revisions to be made to course curriculum within established timeline of two weeks

	<ul style="list-style-type: none"> • Decisions about course materials was tabled until revision could be made <p>The meeting was adjourned at 12 p.m.</p>
Committee Decisions:	<ul style="list-style-type: none"> • Dr. Singletary will revise the Learning Framework course curriculum to include fewer assignments to more reflect the work required in a 1-hour course.
Other:	No date set for the next meeting.

CHAIRPERSON SIGNATURE (or designee): Dr. Cathy Singletary	DATE: 11/29/18	NEXT MEETING: TBA for January 2019
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