

Minutes of Meeting of QEP Steering Committee:

11-29-11 and 11-30-11

Members in attendance:

- 11-29-11:** Donna Chamely-Wiik, Ed Pratt, Jerome Haky, Angel DiCosola, Ann Branaman, Daniel Raviv, Genna Risucci, Jeffrey Buller, Daniel Meeroff, Megan Davis, Patricia Liehr, Vincent Long, Janette Truong
- 11-30-11:** Donna Chamely-Wiik, Kim Dunn, Joshua Scholl, Jennifer Peluso, Jennifer Bebergal, Don Ploger,

1. QEP Surveys:

- Summary of the QEP surveys sent out this week soliciting feedback from the FAU community as a whole.
- Request that each steering committee member encourages their faculty to complete the survey and provide feedback.
- Timeline Dec 19th for responses with a reminder email next week focusing on “securing resources to support this initiative” and “making informed decisions”
- Discussion of each sub-committee in January using the data and responses collected from the faculty and chair surveys to re-define the charge of each sub committee

2. Student council to the QEP update:

- Establishment of a club – undergrad research and inquiry club
 - i. One mission is establish an UG res journal
 - ii. Work with other academic clubs on collaborative events to spread this culture of UG research and inquiry – co-host events
 - iii. Formalize Peer advising and Peer-mentoring program with QEP
- Recognizing the importance of being inclusive of all campuses.
 - i. Need assistance from steering-committee members to provide leads to Josh of clubs on all partner campuses that align with the mission of the QEP
- Suggestion to include graduate students at a later date, who can then serve as peer-mentors to the senior undergraduate peer mentors

3. Establishing Sub- committees (Chair of Sub-committee bolded)

- **Curriculum:** Ed Pratt (UG and A&L), Jerry Haky (SCI), **Jenny Peluso (SCI)**, Attila Hertelendy (BUS), Rep from Education TBA, Jennifer Bebergal (CLASS)
- **Co-Curricular:** Dan Meeroff (ENG), Angela Dicosola (AL), Jaap Vos (DSI), **Megan Davis (HBOI)**, Andrea (BUS), Melissa/Carol (CLASS)
- **Honors:** Kim Dunn (BUS), **Jeff Buller (HON)**, Don Ploger (ED), Dani Raviv (ENG), Pat Liehr (NUR), Mary Branaman (A&L)
 - i. Other faculty still needing to be placed: Barclay Barrios (A&L), Colin Hughes (SCI), Sharon Dormire (NUR), student rep’s on each sub-committee

4. Discussion of involving the following groups now that the sub-committees have been established

- UCEW and WAC

- i. On 12-1-11, DCW contacted Jeff Galin to discuss involvement. Suggested 1 member in each of the two committees Curricular and Honors
 - Library
 - i. On 12-1-11, DCW contacted William Miller to set up a meeting
 - Assessment
 - i. On 12-1-11, DCW contacted Janet Cramer to set up a meeting
 - Career Development
 - i. Will leave to the co-curricular committee to decide when to invite a representative in
 - Advising
 - i. Will leave to the curriculum committee to decide when to invite a representative in
 - Other???
5. Discussion of support that the QEP can provide to the sub-committees
- Secretarial support to take minutes of meetings and summary of discussions for each sub committee
 - Support for scheduling sub-committee meetings and room reservations
6. Request for specific charges of the sub-committees
- On 21-1-11, DCW and JEH crafted a first draft of sub-committee charges. Once feedback is received from the chairs of the sub-committees, those charges will be sent out to the entire group with a more formalized timeline.