

University QEP Team
Fall 2004 Calendar
(Revised 10/20/04)

[Also posted to Blackboard under Course Information]

Overview

W Sept. 29 5-6:30	Octavia II, Danna Center
W Oct. 13 5-6	Monroe Library Living Room, First Floor
W Oct. 20 5-6	Seminar Room 4, Monroe Library
T Oct. 26 12:30-1:45	<i>Soup & Substance/ Miller 114 and break-out rooms</i>
W Oct. 27 5-6	Claiborne Rooms I and II, Danna Center
W Nov. 10 5-6	TBA if a regular meeting is necessary
W Nov. 17 5-7	Dinner meeting / Senior Common Room, Danna Center
W Dec. 1 5-6	Octavia I, Danna Center
R Dec. 2 12:30-1:45	<i>Soup & Substance / Audubon Room, Danna Center</i>
W Dec. 8 5-6:30	Seminar 4, Monroe Library, Second floor

Tentative Agendas

- W Sept. 29 5-6:30 Organizational meeting / **Octavia II, Danna Center**
- Greetings (K. Wildes/W. Harris)
 - SACS reaccreditation process
 - QEP definition/evaluation criteria
 - Fall goal, activities, and calendar
 - Internal communications plan
 - Questions to ask ourselves
 - What student learning initiatives are included in unit strategic plans? What possible QEP topics are suggested by the plans? What follow-up questions do you have for the deans?
 - Plans posted to unit web sites
 - Which faculty are developing innovative, fundable approaches to enhancing student learning?
 - Internal/external grants applications/awards
 - What student learning needs are revealed by institution-wide surveys?
 - *National Survey of Student Engagement* (<http://loyno.edu/oir/ssir/>);
 - *Student Satisfaction Inventory* (<http://loyno.edu/oir/ssir/>)
 - *Senior Exit Survey* (<http://loyno.edu/iea/>)
 - *Institutional Priorities Survey* (<http://loyno.edu/oir/ssir/>)

- *Faculty Survey of Student Engagement* (not yet available)
 - Others
 - National initiatives
 - Blackboard site
 - SACS Annual Meeting (Dec. 4-7, Atlanta, www.sacscoc.org)

- W Oct. 13 5-6 Regular meeting / **Monroe Library Living Room, First Floor**
- Discuss process
 - Review internal communications plan
 - Discuss strategic plans
 - Activities for task groups
 - Plan format/agenda for Town Hall and Soup and Substance meetings
 - Draft selection criteria
- W Oct. 20 5-6 Regular meeting / **Seminar Room 4, Monroe Library**
- Discuss report on learning needs identified from institution-wide surveys
 - Prepare for Soup & Substance
 - Discuss selection criteria
- T Oct. 26 12:30-1:45 ***Soup & Substance/ Miller 114 and break-out rooms***
- Define QEP and give overview of responsibilities of University QEP Team
 - Explain process for proposing focus topics
 - Break-out discussion groups facilitated by team members
- W Oct. 27 5-6 Regular meeting / **Claiborne Rooms I and II, Danna Center**
- Debrief Soup & Substance
 - Finalize selection criteria
 - Discuss focus topics proposed to date and visits to committees
 - Appoint a task group to prepare summary of proposed focus topics for campus-wide distribution and recommend process for campus response to topics
- W Nov. 10 5-6 pm TBA if a regular meeting is necessary

- W Nov. 17 5-7 pm **Dinner meeting / Senior Common Room, Danna Center**
- Review written summary of proposed focus topics and approve for campus-wide distribution
 - Discuss proposed focus topics
 - Determine process for soliciting campus-wide responses to proposals, including plans for Soup & Substance
 - Prepare oral report to Academic Affairs Committee of the Board
- W Dec. 1 5-6 **Regular meeting / Octavia I, Danna Center**
- Discuss written responses to proposed focus topics
 - Prepare for Soup & Substance event on proposed focus topics
 - Discuss options for process and calendar for spring activities. Appoint task group to prepare a more detailed calendar.
- R Dec. 2 12:30-1:45 ***Soup & Substance* / Audubon Room, Danna Center**
- Discuss proposed focus topics
 - Present overview of planned spring process and activities
- W Dec. 8 5-6:30 **Seminar 4, Monroe Library, Second floor**
- Determine recommendations to SACS Leadership Team
 - Finalize spring calendar
- M Dec. 13 8:15 am **Representatives report to SACS Leadership Team / Octavia 2, Danna Center**

Meetings with Existing Committees and Groups

- W Oct. 6 9 am Meeting of **Student Affairs Directors** (Octavia 3, Danna Center) / David Estes, Alicia Hansen, and Debbie Zimmerman
- R Oct. 7 3:30 pm Meeting of **University Senate** (Multimedia Room 1, Monroe Library) / Laurie Joyner, Debbie Zimmerman, Connie Rodriguez, and David Estes
- T Oct. 12 2 pm Meeting of **Administrative Senate** (Seminar 4, Monroe Library) / John Biguenet and David Estes
- T Oct. 19 5 pm Meeting of **Student Government Association** (Audubon Room) / John Biguenet and David Estes
- W Oct. 20 9:30 am Meeting of **Council of Deans** (Seminar 4, Monroe Library) / John Biguenet, Si Hendry, and Connie Mui
- M Oct. 25 8:15 am Meeting of **SACS Leadership Team** (Octavia 2, Danna Center) / John Biguenet, Mary Blue, David Estes, and Jac McCracken
- W Nov. 3 8 am Meeting of Student Affairs Directors (Octavia 3, Danna Center) / John Biguenet
- W Nov. 10 2:30 pm Meeting of **UPT** (Octavia 1 and 2, Danna Center) / Brenda Joyner and Alicia Hansen
- R Nov. 11 12:30 pm Meeting of **A&S Dean's Student Advisory Council** / John Biguenet (second floor Bobet)
- T Nov. 16 3:30 pm Meeting of **SCAP** (Seminar 4, Monroe Library) / John Biguenet, Katie Codina, Laurie Joyner, and Thom Spence
- *W Nov. 17 9:30 am Meeting of **Council of Deans** (Boggs Center, Second Floor, Monroe Library) / John Biguenet, Si Hendry, and Connie Rodriguez
- F Nov. 19 8 am Selected members report to **Academic Affairs Committee of the Board** (Seminar 4, Monroe Library) / John Biguenet, Mary Blue, and Cathy Vaughn

*Note change in time and place from original schedule.