**The University of North Carolina at Pembroke**

**QEP Committee Minutes**

**Thursday, September 24, 2014**

**2:00 PM**

**Lumbee Hall 436**

**Members present:** Mark Canada, Polina Chemishanova, Tony Curtis, Sherry Edwards, Anita Guynn, Cynthia Miecznikowski, Liz Normandy (Chair), Rachel Smith, Stewart Thomas, Marian Wooten

**Members absent:** Michael Alewine, Cherry Beasley, David Nikkel

1. **Call to order:** The meeting was called to order at 2:05.
2. **Approval of the minutes:** Minutes from 9/10/14 were approved.
3. **Agenda items:**
	1. Chair announced that the process of collecting and analyzing data for the SACS Impact Report will soon be underway. The Report will be presented for review in a year.
	2. Today’s meeting focus: Review of courses submitted for approval by faculty in current training cohort.
	3. Dr. Curtis suggested we survey faculty about their impressions of student writing in their courses since they began teaching WE and WD courses in their departments. Survey questions might include: Are the courses they are teaching improving student writing? Have they seen improvement among students in the major?
	4. WE/WD course proposals circulated for discussion and approval.
		1. The question arose whether the Committee should expect to see an allocation of instructional time to writing in proposed syllabi submitted for approval. Chair explained this expectation will be met following training.
		2. The question arose whether in-class and other timed writing assignments can be considered as meeting QEP criteria. Dr. Chemishanova noted that on-demand writing is expected in many work settings. Chair proposed training in preparing students for on-demand writing, including essay exams, be addressed in future professional development.
	5. Chair reported that 20 people attended Chris Anson’s workshop/seminar held on Friday, September 19. (This is down from 30 last year, evidence that the number of untrained faculty has dwindled.)
	6. Dr. Curtis and others proposed a “refresher course,” perhaps on video, to accommodate future faculty needs as they develop new courses.
	7. Chair reported that transfer students are no longer routinely appealing the QEP requirement, evidence that advising and orientation are informing students well.
4. **Announcements:** Dr. Chemishanova announced “Perspectives on Writing in the Disciplines: The Seventh Annual North Carolina Symposium on Teaching Writing,” will be held February 27-28, 2015, NC State University. Registration is $45; hotel $114. Elizabeth Wardle, Transfer Studies scholar, is the keynote speaker.
5. **Adjournment:** 2:47 PM.

Respectfully submitted,

Cynthia Miecznikowski