**The University of North Carolina at Pembroke**

**QEP Committee Minutes**

**November 19, 2013**

**1:00 PM**

**Lumbee Hall 436**

**Members Present:** Michael Alewine, Cherry Beasley, Mark Canada, Polina Chemishanova, Tony Curtis, Sherry Edwards, Cynthia Miecznikowski, David Nikkel, and Elizabeth Normandy (chair),

**Members Absent:** George Guba, Anita Guynn, Tim Ritter, Stewart Thomas. and

Marian Wooten.

The meeting was called to order at 1:05 pm.

The minutes from November 05, 2013 were approved as distributed.

The Committee discussedthe QEP becoming a permanent university committee. As such, the membership of the Committee will begin to change. One third of the current membership will rotate off each year. Current members who wish to continue to serve will be randomly assigned to continue to serve 1, 2 or 3 year terms. Current members will be polled as to their willingness to continue to serve.

The Chair reported that she participated in a presentation on accreditation to the UNC Board of governors.. The only question that was asked was about the cost of the QEP to UNCP. Committee members noted that the cost is not totally tangible. No committee action was needed.

The Chair reported that the WE designation was removed from a course because the currently assigned faculty member had not completed the QEP educational requirements. Deans and Chairs are responsible for assuring that QEP courses are taught by qualified QEP faculty. The Committee reaffirmed position that all designated QEP courses would be taught by faculty who have completed the professional development workshops. The Chair will work with the appropriate dean and chair in this particular circumstance to rectify the situation.

The Committee discussed a published draft of the minutes of the November meeting of the Academic Affairs Committee of the Faculty Senate in which it was noted that a faculty member requested a future discussion of the QEP process. Several members of the QEP Committee who are also members of the Academic Affairs Committee recalled that the discussion included only a discussion of the next steps in the implementation and evaluation of the QEP. The issue will be referred back to the Academic Affairs Committee with a reminder that the QEP and process has been approved by faculty and administration. The QEP Committee is tracking the progression of the implementation and evaluation of the QEP

The Chair reported that advanced professional development learning opportunities are planned for the Writing Intensive faculty for next semester. From the survey completed, the topic will be revision of writing assignments and providing feedback. A second topic will be planned for a later date based on the faculty’s identified need.

 The next meeting is scheduled for January 14 at 1;l00 PM

The meeting was adjourned at 2:45 PM.

Respectfully Submitted,

Cherry Maynor Beasley

Secretary in Rotation