QEP Steering Committee

Meeting Minutes

February 12, 1:00pm

Attendees: Tim Redl, Stefany Records, Veronica Costilla, Mike Connelly, Paul Fulbright, Poonam Gulati, Divya Bhati, Wendy Burns-Ardolino, David Ryden, Travis Crone, Tammis Thomas, Sam Weehunt

Agenda

1. Approve minutes from January 26, 2024 meeting
2. Discuss final list of proposals. Which ones move forward to presentation on February 23?
   a. Alternatively, what is the backup plan if no proposals are received?
3. Determine the parameters for the presentations, given the number of presentation invitations (time limit, number of slides, time for q&a, etc.)
4. Finalize the content of a survey to send the community to vote on proposal finalists.

   Co-chairs communicate invitation to present via qep@uhd.edu email.

Next Meetings

- February 23, 9:00-11am; *this is a 2 hr meeting to review proposals*
- March 1, 2pm

Meeting Summary

Minutes from the January 26 meeting were approved. Two proposals have been received to date (today at midnight is the deadline). The group discussed extending the deadline and resolved to also more heavily promote topic submission among peers. Paul Fulbright volunteered to create a short video to share with the community encouraging

participation. The group then discussed possible QEP topics at length as well as the desired impact to students.

Resolutions:

- Postpone deadline to Monday, February 19, 11:59pm (actually deadline was postponed to Wednesday, February 21, 11:59pm)
- Send an email communication from Provost@uhd.edu including video and example topics to encourage submissions
- Review submissions
- Emily to make form fields not mandatory