



■ OFFICE OF THE EXECUTIVE  
VICE PRESIDENT AND UNIVERSITY  
PROVOST

106 Grawemeyer Hall  
University of Louisville  
Louisville, Kentucky 40292

Office: 502-852-6153  
Fax: 502-852-0657

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**TO:** Deans and "Ideas to Action" Quality Enhancement Plan Task Group

**FROM:** Shirley C. Willihnganz  
Executive Vice President and University Provost

**ABOUT:** "Ideas to Action" Implementation and Assessment, 2007-2017

As you know, the university has received from the SACS visiting team a strong and positive initial assessment of "Ideas to Action," its proposal to enhance the quality of student learning during the next ten years. An interim report on the progress of the plan will be submitted in 2012, and the plan will be reviewed as part of the university's SACS reaffirmation process in 2017.

The QEP submitted to SACS includes implementation, assessment and financial plans (pp. 39-58 and appendices C-E) that outline the work to be done and the groups responsible for its completion. This memorandum details my charge to you for that work, subject to further specification as it proceeds through its ten-year course.

Deans and academic units

As provided by the REDBOOK and established practice, changes to the curriculum, degree programs and unit policies required by the implementation of the plan are the responsibility of the unit faculties. Unit progress on the implementation shall be an element in the evaluation of deans of units with undergraduate programs. Appropriate participation in and contributions to inter-unit collaborations for the success of the plan shall be an element in the evaluation of all deans. The unit QEP facilitators (QEP, p. 69) shall serve as the liaisons between the unit faculties and the "Ideas to Action" task group.

"Ideas to Action" task group

To provide overall coherence and consistency with the QEP, a broadly-based task group will advise me by recommending university-wide policies and procedures that shall guide unit changes and overall implementation and development of the plan. These recommendations will be instituted after consultation with the deans and with other groups (including the Faculty Senate and the Student Government Association as appropriate). The following paragraphs detail the charge to the task group.

*Responsibilities*

1. To oversee and to write guidelines and recommend policies for the implementation of "Ideas to Action," the university-wide Quality Enhancement Plan (QEP), and to report annually to the provost on the progress of the plan's execution;
2. To advocate for the success of the "Ideas to Action" program university-wide through oversight of its consistency with the university strategic plan and other university-wide initiatives and goals;
3. To review and approve the annual "Ideas to Action" budget;
4. With staff assistance from the Office of Undergraduate Affairs and the Delphi Center for Teaching and Learning, to provide guidelines for and models of critical-thinking and problem-solving skills to be incorporated into every undergraduate student's experience;
5. To assess the effectiveness and success of "Ideas to Action" university-wide, and to review and monitor unit assessment plans for the same purpose;
6. To develop, recommend and maintain appropriate policies and practices for the development of reports and documentation required to meet SACS expectations, and to prepare or contribute to the interim and final reports required by the reaffirmation process;
7. With the General Education Curriculum Committee, to write guidelines and recommend policies for the provision of critical-thinking and problem-solving skills in general-education coursework as a foundation for further development in undergraduate major programs, including the completion of a 'culminating experience';
8. To write guidelines and recommend policies for the submission and approval of 'culminating experiences' from individual units, to be incorporated as an "Ideas to Action" graduation requirement;
9. To develop guidelines and procedures for students to petition for approval of 'culminating experiences' constituted by academic work outside University of Louisville at other academic institutions, in the workplace, or in volunteer or community-service agencies and other appropriate off-campus sites;
10. To develop and maintain university-wide and public awareness of "Ideas to Action," its progress at all levels, and its approved policies and guidelines through general and targeted reports and online information;
11. To organize the work of the task group for efficiency and effectiveness;
12. To publish timely agendas of its meetings and minutes of its actions and recommendations.

### *Structure*

The Task Group shall include twenty-five (25) voting members:

- Associate Provost for Undergraduate Affairs (*chair*)
- Chair of the General Education Curriculum Committee
- Vice President for Student Affairs (or designee)
- Deans (or designees) and unit facilitators of each undergraduate academic unit:
  - Arts and Sciences
  - Business
  - Dentistry
  - Education and Human Development
  - Kent School of Social Work
  - Music
  - Nursing
  - Speed School of Engineering
- Assistant Provost and Director, Delphi Center for Teaching and Learning
- Faculty Senate (2 representatives)
- Student Government Association (2 representatives)
- Signature Partnerships Initiative representative

The task group may also recruit non-voting members, including additional representatives from the university's academic or administrative units and from community partners and other external agencies, sufficient to complete its responsibilities and staff its subcommittees and other dependent bodies. The "Ideas to Action" executive coordinator and the Delphi Fellows (unless designated as voting representatives by their academic unit) shall be non-voting members *ex officio*.

Full-time faculty members will be eligible for service without regard to any administrative post they may hold. Part-time faculty members will be eligible for service when they are employed by the university.

### *Review*

The "Ideas to Action" annual report shall include the task group's assessment of its own performance and recommendations for improvements and modifications of the task group charge, organization and staffing. Other review and assessment processes for the work of the task group may be instituted as necessary.