

University of Louisville
5th Year Interim Report to SACS
QEP Impact Report Committee September 25, 2012
Agenda

- I. Welcome
 - a. **In attendance: Detmering, McDonald, Taylor-Archer, VanZyl, Attaway, Bays, Payette, Cunningham**
- II. Review of where we are and where we are going
 - a. New timeline from Connie Shumake
 - i. **Patty and Riann received updated QEP Report timeline at executive committee meeting. Patty explained each member has a copy of the updated timeline.**
- III. Update of new QEP Impact Report Internal Draft
 - a. Overview of changes made
 - i. **Most recent (final internal) version includes all feedback and suggestions from provost, exec. Committee, QEP Committee, etc.**
 - ii. **Cathy explained the first 8 pages are very similar to the committee's last viewing other than items plugged in regarding the budget. Page 8 has been "dramatically refined" due to committee feedback and suggestions—SLOs are now first as well as overall impact summary statement. These are followed by specific evidences of those statements. Did best to illustrate how everything is moving toward SLOs and CE, as is explained in initial QEP. The description of the learning environment on page 19 is basically the same. Institutionalization starting on page 24, as well as the "next steps", looking almost the same as the last viewing in August.**
 - iii. **Patty explained Nisha, Cathy and herself worked on narratively connecting the sections in order to create a better flow to the document.**
 - iv. **Mordean asked what happened at executive committee meeting and how they were received? Riann explained they were received well, and that Patty did a great job explaining what we have done so far and the methodology. She also talked a little about the road ahead and how we plan to proceed into the next phase. Riann said there were no questions from the executive committee.**
 - v. **Patty passed around the two-page summary she and Riann gave the executive committee at their meeting. Patty also said it is likely challenging for the executive committee because the impact report portion of this project is so different from the compliance section. So, the next two and a half months will be reflective of the updated timeline members received**
 - vi. **Riann said take-away is that there shouldn't be any surprises. If the committee comes across something that needs to be addressed, Bob and the others have requested that it be presented to them immediately to address that issue at that time.**
 - vii. **Cathy explained several things that remain to be dropped into the Internal Report are a narrative summary for the Speed project as well as a few other items.**
 - b. Next steps
- IV. Discuss format/content for 10 page version
 - a. Changes in format from SACS
 - i. **Patty explained she was informed at the executive committee meeting that SACS has made some slight changes to the expected structure for the report. Those items are reflected on the back of the committee members' agendas. Members were asked to take a moment to read those changes.**

- ii. New tweaks allow an intuitive place to plug in the ‘next steps’ and ‘so what’.
- iii. Still 10 pages, including appendixes but excluding the executive summary
- b. Beginning the paring down process (see summary doc)
 - i. Today we begin the process of looking through the internal version and using the new format, begin conversation about what are the fundamental and powerful concepts—what can be moved to section 4?
 - ii. Does anyone have any suggestions for other questions (other than those below) that we should focus on today? The conversation today should be from the macro level, not micro. Micro items should be addressed on hard copy and turned in.
 - iii. Riann said, if they are asking for “instiutional level” it might be important to discuss what that means. What are the lessons we have learned collectively that are changing the way the institution is
 - iv. Mordean struggles with what is the essence of what we need to maintain versus what is the fluff? What are the items that we can re-word or make more succinct?
 - 1. Cathy suggested using the executive summary as a guide to addressing that struggle and use it as a starting point.
 - 2. Toni likes Mordean’s terms “collectively” and “succinct,” explains that it is on-going.
 - 3. Patty brought up, how do we honor the complexity? Do not focus on “trauma and drama,” says SACS. How do we reflect multi-faceted nature? Looking at other exemplary reports has helped to see how other people have tackled this task. Noticed words, phrases and tables like “re-focus” that will help with creating the tone/format for the final report. Located on Blackboard site.

Group Work:

Talk in small groups and then just report out. Cathy and Patty will then take the first stab at the 10-12 page document and then share with the committee.

- Looking at the new format from SACS, what are suggestions or “macro” ideas you have for how we can modify our current draft to meet this draft outline?
- Are there parts of current section 3.) that could be moved to the new section 4.) focused on lessons learned?
- How might we condense or modify section 3.) without losing the central messages of what we changed and why? How can we refine it to lead into section 4.)?
- In order to assist in the paring down process to 10 pages, what are the key, salient points we need to keep and/or emphasize? (see original QEP executive summary for original central ideas)
- Feel free to include any “micro” comments or edits directly on your draft that can be turned in after the meeting.

Working in groups (see below), share your comments, suggestions and ideas and record them on a central sheet.

- Implementation/Timeline and Assessment groups with Cathy
- Faculty Development group with Patty

The groups spent about 20-30 minutes discussing the changes or suggested structures to their part of the document, then shared ideas in the large group.

V. Next steps

- a. Patty and Cathy will make the first attempts at drafting the 10-12 page version and send to the committee before the next meeting on October 30th.