

**QEP Steering Committee Meeting
Deans' Conference Room, Derryberry Hall 210
Thursday, September 8, 2016
11:00 a.m.**

Present	Dr. Laura Cruz, Dr. Kurt Eisen, Dr. Stephen Robinson, Dr. Edward Lisic and Dr. Lenly Weathers
Absent	Dr. Sharon Huo
Recorder	Laura Cruz
Approval of April 21 st , 2016 Minutes	<ul style="list-style-type: none"> • Unanimously approved by the committee.
Approval of Agenda	<ul style="list-style-type: none"> • Unanimously approved by the committee.
EDGE Curriculum Grants	<ul style="list-style-type: none"> • Faculty Stipends <ul style="list-style-type: none"> • <u>Motion 1</u>: All faculty who are PIs or co-PIs on approved projects will receive (up to) \$2,000 for their first approved project, with the requirement that they attend all of the workshops that are associated with the QEP grant (the major workshop is Camp QEP, which has 2 parts: one part held in May and the other part held in August). <ul style="list-style-type: none"> • <u>Administrative detail</u>: The stipend will be paid in two installments, according to our current plan. • Motion 1 unanimously approved by the committee. • <u>Motion 2</u>: Faculty who are PIs or co-PIs on approved projects other than their first will receive stipends of \$1000. <ul style="list-style-type: none"> • <u>Administrative detail</u>: Stipends will be paid at the end of the academic year after their report has been submitted to me and Theresa (in June). • Motion 2 unanimously approved by the committee. • <u>Motion 3</u>: Eligible participants must be full-time faculty, either tenured, tenure-track, or lecturer (those with 3-year appointments). Faculty on one year appointments are not eligible. • Motion 3 unanimously approved by the committee.
EDGE Faculty Development Committee	<ul style="list-style-type: none"> • The committee unanimously approved the formation of a QEP/EDGE faculty development committee (plan attached).
Upcoming Meetings and Events	<ul style="list-style-type: none"> • EDGE Steering Committee Meeting: Thursday, October 13 at 11 a.m. in LIBR 117 • EDGE Creative Inquiry Curriculum Grant Applications: Due Friday, October 14, 2016.
Other Such Matters	<ul style="list-style-type: none"> • The meeting adjourned at 12:00 p.m.

QEP/EDGE Faculty Development Committee

Charge: Under the leadership of the director of Creative Inquiry, this committee will provide insight, feedback, long-range strategic planning and oversight for faculty development efforts as they relate to the advancement of TTU's EDGE QEP.

Responsibilities:

The QEP Faculty Development Committee will be responsible for the following:

- Administration and oversight for QEP faculty development funds
- Development, administration, and analysis of QEP faculty development assessment
- Identification of campus-wide opportunities for faculty development that advance the goals of the QEP
- Regular review of policies, procedures, and activities related to the QEP and faculty development

Composition of the Committee:

The QEP Faculty Development Committee will consist of the following members:

5 QEP Faculty Fellows

1 CTLE Faculty Fellow

1 QEP Assessment Committee Representative

Director, Office of Creative Inquiry

Director, Center for Teaching and Learning Excellence (CTLE)

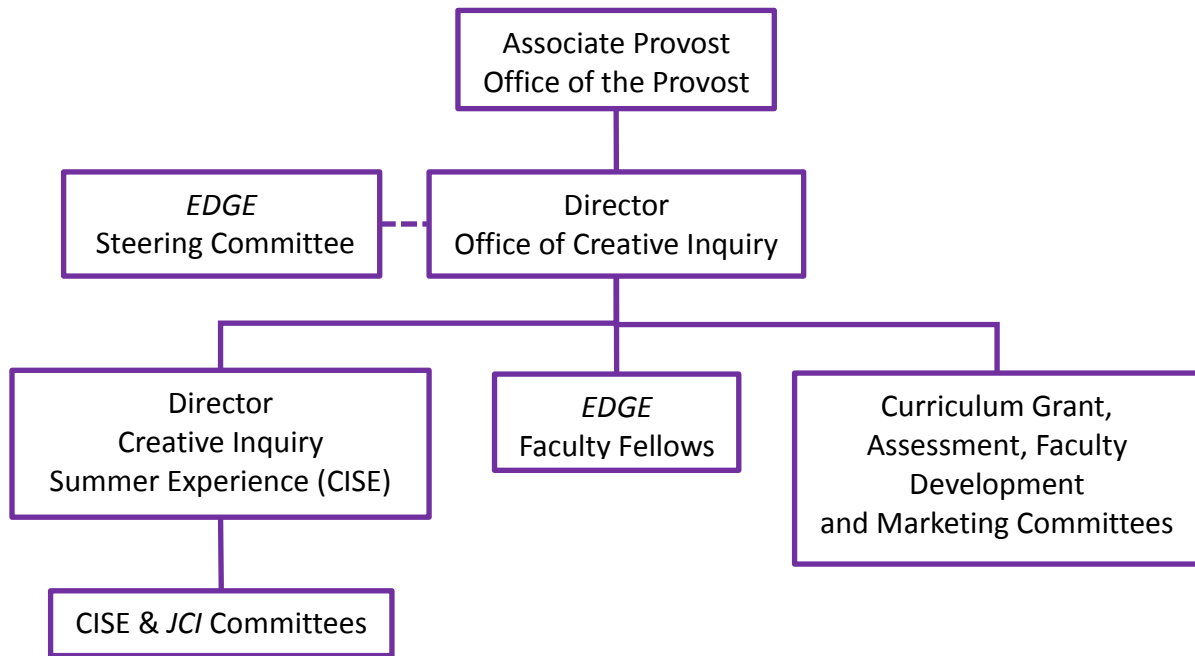
Associate Provost, Assessment & Faculty Development

Committee Procedures:

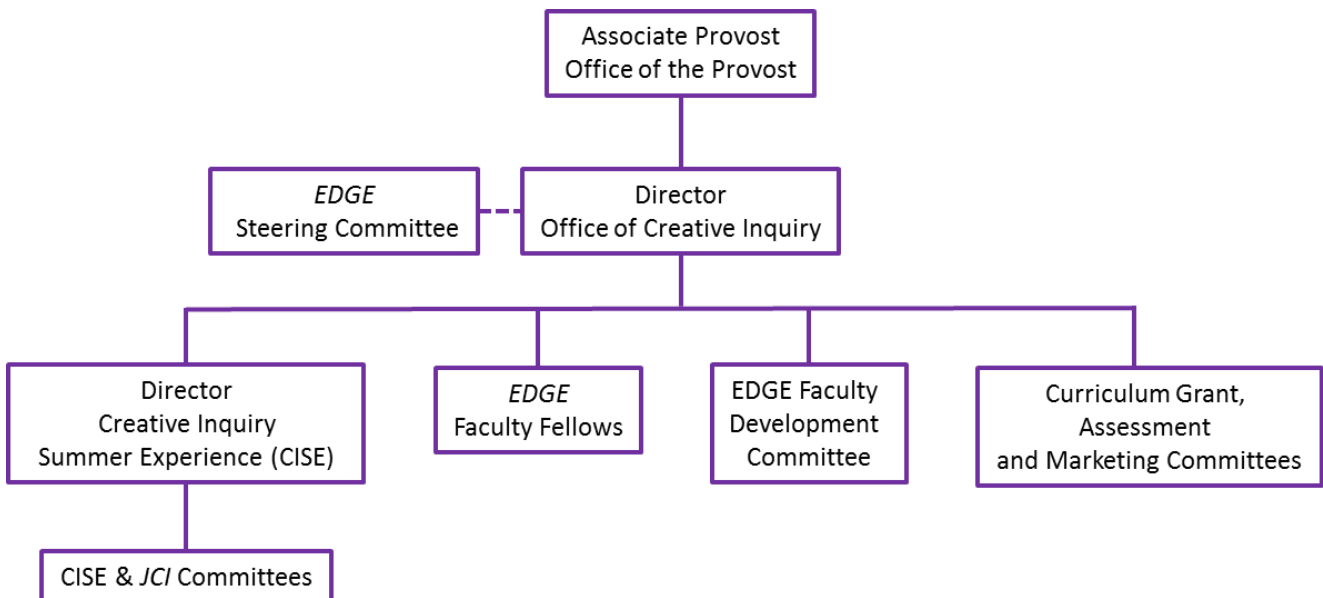
- The CTLE Director shall serve as chair of the committee.
- The committee is advisory to the Director of Creative Inquiry and makes recommendations directly to that office.
- At least five members of the committee must be present to achieve quorum.
- Committee votes will pass by simple majority, though every effort will be made to ensure at least a two vote margin.
- The group will meet 2-3 times per semester on as-needed basis. Any member of the committee may request a meeting.
- Administrative matters related to the committee will be handled by the clerical office of the QEP.
- Minutes of each meeting will be kept and provided to members or others upon request.

Organizational Chart:

Original:



Proposed:



QEP Faculty Development Funds

Description: This fund will provide support for faculty development activities that directly support the advancement of TTU's QEP on Creative Inquiry.

Eligible Applicants:

- Current, full-time faculty or instructional staff member
- Current recipient of either QEP Curriculum Grant or QEP Fellowship

*A current recipient is one has been accepted and approved for either a QEP Curriculum Grant or QEP Fellowship.

Eligible Expenses:

This fund will provide direct support for activities that directly enhance the faculty member (or members') knowledge of the QEP student learning outcomes and their ability to implement these practices in courses or curricula.

These may include (but are not limited to) travel to participate in faculty development opportunities; tuition to enroll in enrichment courses; licenses for educational technology; and purchase of shared materials (such as books).

The fund may also be used to support conference travel, including standard registration and travel costs. The fund is not to be used to support presentation of research at conferences unless that research is directly linked to the learning outcomes of the QEP.

This fund will not support the hiring of employees, faculty stipends, equipment or furniture purchases, or other expenditures non allowable under existing TTU purchasing guidelines.

Funding Guidelines:

The majority of successful applications are expected to fall at the level of \$1000 or below. Projects with particular impact may be considered at higher funding levels, but these will be considered exceptional.

The QEP Faculty Development Committee will review funding requests once per regular academic semester (e.g. Fall and Spring).

The same committee will communicate deadlines to eligible applicants a minimum of three weeks in advance.

The Director of Creative Inquiry will notify applicants of decisions within two weeks of receiving the committee's recommendations.

Submission of a proposal does not guarantee approval for the use of QEP Faculty Development Funds. The committee reserves the right to make determinations regarding the criteria (below) and available funding as they deem appropriate and responsible.

Contributing funds from other units (e.g. department or college) are encouraged.

Criteria for Applications

A successful application will demonstrate that the proposed project:

- Advances the goals and/or learning outcomes of the EDGE QEP.
- Holds potential for significant impact on teaching & learning
- Represents efficient and effective use of University funds

- Aligns with the mission and strategic goals of the University

Application Process:

Eligible applicants will provide electronic copies of the following documents:

1. A statement of purpose (1 page single spaced) in which they address the outcomes of the project and how these outcomes meet the criteria stated above
2. A detailed description of the proposed faculty development opportunity (e.g. quote from vendor, conference agenda, working program)
3. A plan (1 page single spaced) for how the impact of the faculty development opportunity will be assessed and disseminated to others on campus
4. A short statement of support from the appropriate department chair or supervisor. Statement may simply read "I support this application." Email copies of such statements are acceptable.