

UNIVERSITY OF MISSISSIPPI MEDICAL CENTER

QEP STEERING COMMITTEE  
Academic Affairs Conference Room  
May 15, 2009

Present: Rob Rockhold, Mitzi Norris, Joanne Olson, Susan Clark, Jerry Clark, David Fowler, Karen Winters, LaToya Richards, Ken Heard, and Benjamin Dillard

Attached Documents: (1) agenda with attachments including the timeline for the QEP effort (2) Dr. Olson's report from the QEP Needs Assessment Committee

Dr. Rockhold opened the meeting by thanking those in attendance and reemphasizing the importance of the QEP effort. He explained that the initial processes for QEP development are for the most part complete.

Dr. Rockhold reviewed the timeline for the QEP.

- Dr. Olson's six-category needs assessment will be reported in the first week of June.
- The pre-proposals are due Monday, August 31.
- A system of vetting these must be determined.
- The top four pre-proposals may be presented as seminars with a to-be-developed method of allowing attendees to rate them.
- The final selection will be made prior to the holiday season in December 2009.
- The UMMC SACS Leadership Committee has been established. Some of the members will travel to Atlanta in June for an orientation.
- The Compliance Certificate will be completed July 2010.
- The off-site review will occur November 2010.
- The final QEP proposal is due six weeks before the on-site review.
- The on-site review will occur between February and April of 2011. The on-site team will focus on the following:
  - Addressing concerns noted by the off-site reviewers
  - Reviewing selected mandated requirements
  - Reviewing the QEP

Dr. Rockhold then turned the program over to Dr. Joanne Olson for the presentation and discussion of the report of the QEP Needs Assessment Committee.

- Dr. Olson reported that almost 550 comments had been received. She further stated that many comments focused on one school or department. These comments were forwarded to those specific entities and removed from the QEP suggestion pool. Comments unrelated to student learning

were also removed from the pre-proposal pool of ideas, leaving a total of 375 useable comments.

1. Dr. Olson was able to organize the 375 suggestions into six categories with multiple needs listed within each category. The six categories are: instructional needs; student connectivity with faculty, other students, and staff members needs; need for improved instruction in class lectures; a need for alternative paths to meet learning objectives; a need for increased services/facilities in several areas; and, finally, a need for improved technology in multiple venues.
2. Details are provided in the attachment titled: "Report: QEP Needs Assessment Committee."
3. Dr. Rockhold agreed with Dr. Olson that the winnowing process for the categories should be open to the campus for input. When the document calling for pre-proposals goes out asking for this input, the wording should state that these six areas are areas in which we have expressed needs and indicate these categories do not exclude another suggestion.

Dr. Rockhold stated that the pre-proposal should be approximately 10 -12 pages long with 12 point font and single spaced. Four pre-proposals will be selected for continued consideration and the receipt of a \$5,000 budget line allocated by the Medical Center for each of these.

- He further stated that he would like to work with Public Affairs to create an article describing the results of the needs assessment for the Centerview.
- It must be decided precisely how we will winnow the pre-proposals to the final QEP.
- Dr. Rockhold will work on developing a rubric to use for the evaluation of the pre-proposals. He will present the rubric to the committee for approval when it is completed.
- The final QEP proposal must be no more than 75 pages of text and 25 pages of supporting data.

Dr. Rockhold once again thanked those in attendance and the meeting was adjourned.

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Robin W. Rockhold, PhD  
Assistant Vice Chancellor for Academic Affairs  
Chair, QEP Steering Committee

RWR/ap

