

QEP Leadership Team minutes
October 20, 2020, 2:00 p.m.
Zoom

1. Discussion on Logo Submissions
 - a. Conducted an anonymous vote on the five submissions. Chose submission #4 and will award winner a gift card.
 - b. At this stage, the submissions are not officially adopted as the QEP logo. Committee will send top two to the Marketing Office for branding and including University specifications and parameters.
 - c. Suggestions:
 - i. Send top two logos to newly hired graphic design instructors and see if she would like to make working on the logos a class activity.
2. Outcomes & Pilot Surveys:
 - a. 3 different surveys applied to two different areas: 1) students able to access the activity itself and 2) pre and post activity questions.
 - b. Current survey: Approximately 100 students have participated.
 - i. College of Business: 1 class with 6 sections was surveyed with over 75 survey responses already. Committee will use these responses to collect preliminary data to determine if survey questions are appropriate for goals.
 - ii. College of Education: 2 classes
 - iii. College of Arts & Sciences: 3 classes. Katia Maxwell will be doing the survey in the Capstone class; 2 other classes will also complete the surveys.
 - iv. Surveys are also created for student organizations to complete when they do Experiential Learning type activities.
 - v. Future plans:
 - a. Spring semester: Plan for more interaction as a committee and also with student organizations who will possibly be more active on campus.
 - b. Committee will look for other faculty who do Experiential Learning activities that fall in the five categories.
3. Required Committees: Need 5 to 6 members
 - a. Marketing Committee: Take charge of logo, swag, and other marketing opportunities
 - b. Web Presence Committee: Develop ideas for design of page and content; look at prototype and possible reference; currently in beta stage with Russell Frye, University Webmaster.
 - c. Committees need to be ready by end of October.
4. Brainstorming:
 - a. Capturing focus group conversations to bring into QEP report
 - b. Participation in QEP report:

- i. Ask for ideas to document.
- ii. Ask for reviewers and committee members to write up sections.
- iii. Report ready by end of January/beginning of February for review

5. Collaboratory:

- a. Software to capture any collaboration with the community.
- b. Limitations: Software is only for community partners and not internal projects.
- c. Directly tied QEP to goals of Collaboratory's launch team.
- a. Currently, committee is working with Delap to find ways to track internal collaborations.