REAL Council

Minutes

Jan. 12, 2010, 1:00 p.m., Student Center 130

Attendees: Denise Martinez, Mark Shipman, Darla Doty, Karen Murray, Gilbert Hinga, Johnny Robinson, Benni Konvicka, Art Low, Holly Lamb, Melissa Becker, Russell Pfau, Tara Whitson, Liza Benedict, Marilyn Robitaille
By Phone: Kim Rynearsont, Teresa Teaff

Handouts:
- Agenda
- Proposed budget
- E-mail:
  - Logo
  - Signature instructions
  - Rev 7 document
  - Application for experience approval

Discussion:
1. Discussion of items that have been accomplished since the last meeting
   - QEP Evaluator has been selected: Dr. Danny McKenzie, Lander University
     - http://www.lander.edu/academics/academicaffairs
     - Lander QEP: http://www.lander.edu/eye/index.html
   - Campus Conversations on Distinction (initiated by Drs. Peer and Dottavio); all are in the small theater
     - Feb. 9 11-12: Denise, Art, Gilbert
     - Feb. 9 3-4: Denise, Mark, Benni
     - Feb. 17 2-3: Denise, Melissa, Benni
     - Feb. 17 4-5: Denise, Art, Darla
     - Note that all REAL Council members are more than welcome to join for any of the sessions.
   - Confirmed QEP as them of Excellence in Teaching Conference – spring 2010 and 2011; Doug Hanna is working on this with Denise.
   - An email signature with the logo has been developed. Use and share as you wish.
   - 4000 Highlighters, 5000 25-pg Sticky pads, and 100 jump drives have been ordered for marketing to students, etc.
   - 6 signpost banners have been ordered (paid for by the President’s office) and will be placed at the following locations: outside the admin building on Washington, on Lillian at the main entrance, corner of Lillian and Jones, corner of Lillian and Vanderbilt, rec center parking lot pole closest to the rec center, stadium parking lot closest to the Harbin entrance
   - Website: www.tarleton.edu/real
2. Discussion of draft document
   - Clean rev 7 sent out
   - About 98% done
   - References – Kim R. will review and update
   - Removed the word “transcript”; Banner and Chalk & Wire don’t play together yet; will keep it as a “supplemental to-do item” – agreed.
   - Suggest removing “study away” and just focus on “study abroad”; logistics associated with the definition of “away” make it challenging; can work it back in as a will keep it as a “supplemental to-do item” (e.g. national exchange partnerships, etc.)
     - The logistics of what qualifies as study away are difficult
     - Decisions about what qualifies and what doesn’t may require more intervention by the REAL Council because the boundaries are less black and white.
     - But study away is less expensive for the student, who may not be able to afford a study abroad experience
     - Whose office will this be under? During the development it has been grouped with study abroad
     - Many of the study away experiences will likely fall under internships and service, but some may be going away for a course experience that cannot be achieved at Tarleton
       - E.g. Beth Rinard’s Hawaii volcanos course; taking a theater course in New York City; etc.
       - There also exists a National Exchange Program (Marilyn) under which students visit other universities for coursework
         - To be a member of this program will cost us $700/yr; consider using part of the QEP budget to support this.
   - Conensus of the group: Keep study away
     - Need a subcommittee to define the constraints: Benni, Mark, Marilyn, Gilbert
     - Benni will take the lead organizing it
     - Task: establish a definition, characteristics, requirements, and student learning outcomes for study away. Model this after the existing ones in the QEP report; many will follow the study abroad framework, but additional pieces will be needed. Needed by the end of next week.
   - Budget
     - Offices were not pleased that we only got three of five GA’s as originally proposed
     - Would like to request Dr. Chilton work with Mr. Graham to get additional GA’s added to the budget (~$10k/year/GA) – Denise
     - Another option would be to sacrifice all or part of the admin asst or ask Enrollment Information Management to support the whole position rather than half.
     - Leadership, Service, and Internships are expecting very large increases in student participation as a result of the QEP and part of one GA for 9 months does not meet their needs.
3. Chalk and Wire

- Still have authentication issues; may go through Blackboard
  - Chalk and Wire has just provided us with a power-link to test logging in through blackboard
- Having difficulty getting resolution help from C&W; still may find an alternative if they do not provide their product as advertised, but the e-portfolio is a key component and will not be removed from the initiative.
- Another option is to utilize Chalk and Wire’s “bookstore” model in which each student purchases their own license (like a text book) which they have for five years
- Another option, should Chalk and Wire not be able to find a solution for large campus wide distribution, would be to select another product
- The eportfolio component of the QEP is not negotiable

4. Spring pilots:

- DGS 102 (Denise),
- ENGR 460 – capstone (Denise/Ahmad),
- EDU 320 – Prof. Dev. 1 (Melissa and Pam Lindsey),
- PSY 335 – Research methods (Kim R.),
- COMS 320 – Public Relations (Wakefield)
- Non-course – Tarleton Roundup Director’s staff (Johnny)
- Each of these needs to complete the application (attached)

5. Discussion of marketing

- Objectives:
  - make sure the campus community is informed about the QEP so they can answer questions from the SACS team
  - promote the QEP as an opportunity for students to gain valuable, distinctive experiences
  - promote the QEP as an opportunity for faculty, staff, programs, divisions, etc. to develop experiences such as capstones, study abroads, research projects, etc. for the betterment of their programs
- Put our powerpoint about the QEP on the REAL website – Denise
  - ASAP so members can use it to help with their contact groups
- Student groups can help champion the cause
  - T-shirts: much of the remaining marketing budget will be used for T-shirts; will need some for the student volunteers that will be ushering the SACS team around campus also.
  - Get involvement of the Poo? Jennifer McGregor is their faculty advisor – Holly will contact her
  - Cheerleaders? – Darla will contact
  - SGA – Gilbert
  - Fraternities and Sororities – Johnny
  - Incentive for student groups are needed; also don’t want to detract from their existing purpose and responsibilities – maybe special award or recognition at the leadership and service awards?
- Info on the stadium parking lot marquis – Susan Burton is in charge; Darla will contact
• JTAC masthead – Jim Looby is in charge; Liza will contact
• 10-11 catalog and student planner – Denise/Liza
• Screensavers/backgrounds – optional for faculty/staff; want to put in all computer labs and library – Denise
• Make a promotional YouTube video – Denise will ask Gay; need one done early in the semester
• Faculty and staff
  • QEP will be mentioned in the strategic planning retreat
  • Advertising will come from the Excellence in Teaching conference
  • Emails to campus
  • Emails to department heads asking them to promote it with their faculty – Liza and Denise will draft next week and provide to the group for quick review then send
  • Promote again in Academic Council and ask the Deans to encourage the department heads to encourage the faculty – Benni will try to get us on Academic Council agenda
• Job fair – March 3 – get a table? – Darla
• Rec fest – next week – get a table? – Darla
  • Have some fliers if we can
• Print posters – Johnny, Art, and Liza (?) can; if the sign-post banners look good as posters, we’ll print some for faculty offices, dorms, etc and also send these to Ft. Worth and Waco.
• Put info, logo, links etc on our social media – Liza
• Marketing at A&M Central Texas will be discussed with Teresa on Thursday during the SACS visit.

6. Adjourn – 3:30