



QEP Steering Committee

Meeting Minutes

February 23, 9:00am-11:00am

Agenda

1. Approve minutes from February 12, 2024 meeting (Tim)
2. How many submissions have we received? (Emily/Divya)
3. Present/discuss Dr. Fulbright's spreadsheet tool for evaluating proposals (Paul)
4. Discuss plans for proceeding with the proposal evaluation and then determining a short list to invite to present at a future meeting (Tim will present some options to start the discussion)
5. Next steps

Next Meetings

- March 1, 2pm

Meeting Summary

Minutes from February 12 meeting were approved. Twelve QEP topic submissions were received, and the committee agreed to take this meeting to review the submissions received to date. Paul Fulbright created an excel spreadsheet from the rubric and the committee discussed using the rubric for each person to enter their scores and the scores would then be averaged in an attempt to reduce the number of proposals from 12 down to the top 3-5.

Resolutions:

1. Emily to format the proposals document of review with numbers (ex: QEP #1)
2. Emily to remove the author names from the word document of proposals
3. We agreed to set up the spreadsheet so that the averages will not include self-ratings from proposals
4. Insert a note column to cross-reference with another submission; and other comments
5. Emily to change room to 700H if available
6. Before the March 1 meeting, all committee members will complete the review and enter scores into the rubric. On March 1, the committee will reduce the number of proposals down to 3-5.