Attendees: Chris Beals, Danielle Buehrer, Jordan Cofer, Kathy Moreno, Melanie Partlow, Hans Schmeisser, Darby Sewell, Glen Slawsky, Nicholas Urquhart, and Jennifer Wallin-Ruschman

1. Introduced Dr. Darby Sewell as the new Chair of the QEP Development Committee in her new role as the Director of the QEP and the Assistant VPAA, Engaged Learning.

2. Reviewed, revised, and approved the operational definitions. Revised definitions are provided below:
   
a. Internships: Expansion on the disciplinary knowledge and skills of students while also gauging their ability to apply learning in authentic settings as they contend with real-world experiences. (Adapted from The Principal Internship: How Can We Get It Right?)

b. Mentored research: An inquiry or investigation conducted by an undergraduate student that makes an intellectual or creative contribution to the discipline under the guidance of a content expert. (Adapted from the Council on Undergraduate Research.)

c. Study abroad: In-classroom and out-of-classroom related activities that complete part of a student’s degree program through a credit-baring education abroad experience. (Adapted from Standards of Good Practice for Education Abroad.)

3. Reviewed marketing materials created by students from Dr. Erin Campbell’s Fall Semester 2015 professional writing class. Approved the QEP program name as STEPS (STudent Engagement ProgramS) and the STEPS logo presented by Dr. Campbell’s students. Also, agreed with the students’ recommendation on housing a central location for the STEPS program in the Baldwin Library.

4. Reviewed proposed process outcome to describe what ABAC will do as it implements the QEP.
   
a. ABAC will provide resources, tools, support, and guidance that it provides to its students and faculty to facilitate engaged learning experiences.

5. Reviewed and approved the AAC&U Integrative Learning VALUE (Valid Assessment of Learning in Undergraduate Education) Rubric as the rubric for assessing the QEP student learning outcomes. Approved AAC&U’s definition of integrative learning as the definition for engaged learning for ABAC’s QEP. The definition is as follows:
   
a. Engaged learning is an understanding and a disposition that a student builds across the curriculum and co-curriculum, from making simple connections among
ideas and experiences to synthesizing and transferring learning to new, complex situations within and beyond the campus.

Meeting adjourned at 5:15 PM.