

**QEP Literature Review Subcommittee
Meeting Minutes
September 16, 2015**

Attendees: Dr. Jerry Baker, Dr. Chris Beals, Ms. Danielle Buehrer, Dr. Tami Dennis, Mr. Gary Dicks, Dr. Jan Gregus, Dr. Mark Johnson, Dr. Chris Kiser, Ms. Etta Lee, Dr. Justin Ng, Dr. Russell Pryor, Dr. Darby Sewell, Dr. Melissa Slawsky, and Dr. Jess Usher

Reviewed and discussed the following items:

- ABAC's QEP topic "Integrated Learning through Internships, Mentored Research, and Study Abroad."
- Purpose of the Literature Review Subcommittee: The purpose of this subcommittee will compose a literature review for the QEP document. This literature review will consist of appropriate sources to inform the marketing and assessment of the QEP.
- Purpose of the Other Two QEP Subcommittees:
 - a. Assessment Review: The purpose of this subcommittee is to develop the program (process) and student learning outcomes of the QEP and determine how those outcomes will be assessed.
 - b. Marketing: The purpose of this subcommittee is to promote the QEP to the college community.
- The QEP should be grounded in a review of best practices. The literature review should provide a review of current literature on integrated learning, internships, mentored research, and study abroad in higher education. The QEP Development Committee needs to review the literature in order to define internship, mentored research, and study abroad for the QEP. The literature review can also include interviews with current practitioners, including faculty and staff who are currently or have been involved in integrated learning experiences.

Divided the subcommittee into three groups for conducting the literature review:

Internships:

Sewell-Chair
Dennis
Dicks
Slawsky

Mentored Research:

Pryor-Chair
Baker
Brasher
Kiser
Ng
Usher

Study Abroad:

Johnson-Chair

Beals

Gregus

Lee

Ng

Action item: Groups will research five sources per group member and identify information that will inform the other committees (Assessment, Marketing) as the QEP is pulled together campus-wide.

Action item: The deadline for group chairs to submit their sources to Danielle Buehrer is October 30, 2015.