

The University of Texas Health Science Center at Houston

SACS 2010 – QEP Team Meeting

Meeting Minutes November 6, 2008: 3:30 PM

COMMITTEE MEMBERS in attendance: Dr. Maximilian Buja, Dr. Paula O'Neill, Dr. Gary Rosenfeld, Dr. Jon Wiener, Dr. Christine Brosnan, Dr. Leslie Roeder, Dr. Robert Vogler, Dr. Bryant Boutwell, Dr. Charles Amos, and Audrey Ester

ADMINISTRATIVE SUPPORT: Terrie Schade-Lugo

ABSENT: Ms. Deanne Hernandez, Ms. Kathy Rodgers, Dr. Patricia Butler, Dr. Cynthia Chappell, and Dr. Judianne Kellaway

I. Review of Job Description for QEP Director: *Dr. Buja*

Dr. Buja distributed a draft job description for a QEP Director using the approved format from human resources. There was discussion about the FTE % for this position. Dr. Buja advised that it was negotiable depending on who does apply for the position. He continued by stating it is assumed that if a faculty member applies, they would have other responsibilities to continue. If this is the case, the 100% would be adjusted to whatever we negotiate to be allocated to it.

After review and discussion, the following changes were unanimously agreed upon to be made to the form:

- Page 4. In the COMMENTS section: This position requires a graduate/professional degree with background and experience in higher education, particularly health science education, highly desirable.
- Page 5. In the OTHER SKILLS section for the Executive Assistant: Excellent oral, writing, and organizational skills.
- Page 5. In the COMMENTS section: Prefer background experience in higher education, particularly health science education, with excellent oral, writing, and organizational skills.

II. Review Zoomerang Survey: *Drs. Buja, Boutwell, and Amos*

Dr. Buja distributed a copy of Zoomerang Quality Enhancement Plan (QEP) Feedback Survey – Results. The team members reviewed the document as Drs. Boutwell and Amos described the concept, design, and method of the survey. Dr. Boutwell credited Dr. Amos and Dr. O'Neill with taking the lead to build this survey to distribute to the community. He stated that a big part of the QEP is studying your groundwork, picking your topic with community involvement. Dr. Buja explained we collected data in three ways: we held faculty focus groups, student focus groups, and then we followed up with this Zoomerang survey. Dr. Boutwell advised that it was distributed in two ways: one was as a link in Kevin Dillon's "UT Matters" column which ran on October 14, 2008 (Issue 14), and then Dr. Amos coordinated having Ms. Neely distribute it to the community at large. He further advised that a significant amount of time was allocated to providing clear definitions such as critical thinking. The results provided here were gathered from received responses from October 15 to November 4. Dr. Amos advised

that the survey link is not closed and he noted that two more survey results were received today; he suggested that the team members should encourage students and faculty to take the survey through the remainder of this week and he would generate the final results early next week.

The team members discussed the low survey turnout. A question was raised concerning SACS where from their standpoint would they question on what basis was the topic chosen. Would we be 'dinged' for choosing a topic that was responded to by only 4% or less of the community population? Dr. Amos advised that the Zoomerang survey was not intended to be the determining factor on the topic choice. Dr. Buja advised that we had smaller focus groups to get student and faculty input as well as utilizing the survey results. Dr. Boutwell said that all these activities justify that we have direct faculty input, direct student input, and the survey addresses the community-wide opportunity for input. SACS should be fine with all these efforts toward arriving at topics. In summary, we do not want any one input to be the deciding factor in the final topic. All these activities allow us to be informed on what the community is thinking.

Discussion was held on a variety of topics such as: interdisciplinary versus interprofessional education; whether the topic can be a combination such as critical thinking and evidence-based practice/patient safety; how will student learning be linked to faculty development; and budget for the project. Dr. Buja relayed that President Kaiser has been briefed on SACS' expectations regarding the QEP and he is supportive.

III. Request for Proposals on QEP Topic:

Drs. Buja & Boutwell

Dr. Buja did advise that the expectation from SACS is that there is a 75-page thesis that is going to be the plan and one possibility is to take the components – what is expected in the long report – and put out a request for proposal (RFP) of 10 pages or less. Dr. Boutwell advised that we are going to use a consultant that Marilyn Greer is using and, this consultant supports the plan that Dr. Buja describes. Dr. Boutwell suggested sending the RFP out before the holidays so that the holidays would be available for someone to begin preparing the project RFP. He suggested a January 30, 2009 receipt date. Dr. Rosenfeld suggested a letter of intent (LOI) with deadline should be included in the process.

ACTION ITEMS:

1. Move forward with updating the Job Description.
2. Move forward with Request for Proposal with a January 30, 2009 due date.
3. Fix Zoomerang definitions by adding interprofessional to definitions.

There being no further business to discuss, the meeting adjourned at 4:20 PM on Thursday, November 6, 2008.

Respectfully submitted:

/s/ Terrie Schade-Lugo

Thursday, November 6, 2008