

The University of Texas Health Science Center at Houston SACS 2010 – QEP Team Meeting

Meeting Minutes July 30, 2008

COMMITTEE MEMBERS in attendance: Dr. Maximilian Buja, Ms. Deanne Hernandez, Ms. Kathy Rodgers, Dr. Paula O'Neill, Dr. Gary Rosenfeld, Dr. Christine Brosnan, Dr. Leslie Roeder, Dr. Mary Ann Smith for Dr. Cynthia Chappell, Dr. Robert Vogler, Dr. Bryant Boutwell and Dr. Charles Amos –via conference call, and Paul Wood

ADMINISTRATIVE SUPPORT: Terrie Schade-Lugo

ABSENT: Dr. Patricia Butler, Dr. Cynthia Chappell, Dr. Jon Wiener, Dr. Judianne Kellaway, and Audrey Ester

I. Report from SACS Summer Institute: *Drs. Boutwell & Amos via conference call*

Drs. Boutwell and Amos reviewed the meeting highlights from the SACS Summer Institute for QEP Development in Florida.

- Best Practices QEP Question & Answer Panel: The focus has to be on student learning and outcome – it must be measurable.
- How to engage community-at-large: UT is a different organization from most of the institutions in attendance. Most of the communications have to be held electronically or through established committee structure, as we are six schools, not one.
- QEP Project Focus & Funding:
 - Whether the topic comes from the strategic plan it must be injected into the Strategic Plan and must be tied to student learning.
 - SACS advised that they want to see the Director in place before the plan is implemented.
 - Most other institutions expressed they ran into money trouble with their QEP Project. An example was provided that an institution had a plan, identified faculty, but everything was budgeted on soft money with no firm guarantee to continue supporting their plan. Dr. Boutwell advised that after listening to all these problems, it was very satisfying to be able to listen to these problems with the knowledge that UTHSC-H has a commitment and budget for the QEP – proving we have our planning processes properly organized.

- Workshop Attendance on Faculty Development: Dr. Boutwell attended a workshop on developing a center for faculty development. The challenge we have at our institution linking progress across schools.
 - The Committee had questions for Dr. Boutwell on whether any of the following were discussed at the workshop: faculty advising and mentoring, faculty development and direct student learning outcomes, and critical thinking. Lengthy discussion was held on critical thinking with the emphasis being on how we would need to have workshops for faculty to help educate our faculty on critical thinking. The summary is that the biggest challenge for us is how to have a unifying activity that can bring faculty and leadership from the six schools together. Drs. Buja and Boutwell have scheduled a meeting with Dr. Kaiser on August 22, 2008 to discuss the QEP Process.

II. Budget:

Dr. Buja

Dr. Buja distributed a copy of the initial approach toward a budget and housing for a QEP Director and Assistant. The activity does need to be an actual Health Science Center-wide project; and the calculations assumption is that the QEP Director would be a faculty person with a portion of time related to this project. Further, the QEP Director is going to be different from the Director of Accreditation as these are two different jobs. Dr. Boutwell has moved his primary office down to the 15th floor in the Office of the International Programs and therefore UCT-1719 is reserved for housing the QEP Director.

- An original SACS budget was approved to begin the SACS reaffirmation process at UTHSC-H initially hiring Paul Wood, Assessment System Administrator and purchasing the TracDat assessment software. We proposed to expand that budget to allow for funding for a QEP Director, Staff Assistant, and supplies. The Executive Budget Committee approved this updated budget proposal. The intent is to get a QEP Director in place and to work to identify a topic and write the plan.

III. Student Focus Groups:

Dr. Boutwell

Dr. Buja explained that Drs. Boutwell and Amos held two student focus group meetings. The detailed report was distributed as well as an overview summary outlining the **Center for Student Success**. Dr. Buja discussed each of the points summarized in this document.

- Faculty skills in mentoring and instructional development – looking for hands-on faculty involvement in terms of career planning.
- Development for student services, scholarships, loans, workshops, faculty mentors, community calendars, student clubs, etc.
- Development of electives or interdisciplinary courses for topics such as basic statistics, epidemiology, medical terminology, and service learning opportunities
- Development of career development programs involving alumni mentors and workshops designed around the needs of our graduating professionals.

- Development of services designed to meet student nonacademic needs such as coping with stress and family issues, managing finances/financial planning, and other person needs that directly affect student performance.

The Committee held lengthy discussions concerning the above points summarized and agreed that there were four themes as follows:

- Critical thinking/evidenced based medicine in health practice
Definition: Critical thinking consists of mental processes of discernment, analysis and evaluation. It includes possible processes of reflecting upon a tangible or intangible item in order to form a solid judgment that reconciles scientific evidence with common sense. Critical thinkers gather information from all senses, verbal and/or written expressions, reflection, observation, experience and reasoning. Critical thinking has its basis in intellectual criteria that go beyond subject-matter divisions and include: clarity, credibility, accuracy, precision, relevance, depth, breadth, logic, significance and fairness.
- Interdisciplinary education/patient safety
- Instructional innovation
- Faculty development – particularly mentoring, counseling linking to promotion and tenure

Dr. Boutwell expressed that the point SACS has been making is that we need to find a topic that meets the culture and needs of our kind of institution. We are the perfect setting for these kinds of things where we have six schools and need to find a common theme to bring us together. He also advised that on another note, SACS advises that we should use our SACS representative, who is Dr. Tom Benberg, to come to us for a day to help us focus our topic. It was agreed that Dr. Kaiser should be here for a few months before we ask Dr. Benberg to make an onsite visit.

IV. Topic Selection/Process for Faculty Champion

Selection/Development of JIQ:

Dr. Buja & Kathy Rodgers

Dr. Buja stated that Kathy Rodgers proposes that the Committee begin working on the Job Description for the QEP Director. Kathy asked Dr. Boutwell if, during the QEP conference, there were any discussions on a comparable title for this individual. He advised that some titles were very specific such as Director, QEP; however, the best person to be the Director is obviously someone who is already a champion in this area or very interested in this topic and looks to develop a career in this area. The Committee agreed this position should mirror a faculty position at an associate professor or professor level. Kathy advised that compensation is going to want something that they can compare to for aligning the compensation. Kathy will begin to compile a job description with generic duties and then work with the Committee to better define the position. Dr. Boutwell stated that he would identify QEP budgets that are online to see what is available to review for this process.

V. Faculty Input and Feedback Process:

Dr. Buja

Dr. Buja advised that now we need to start getting faculty input. He has obtained time on the MS-Curriculum Committee's Agenda to begin discussions.

- Dr. Buja asked the QEP Team if they thought it would be a viable idea, once he has visited the schools, to have an RFP to have people put forward proposals for a QEP –and at the same time possibly discern whether any one was interested in the position.

Dr. Boutwell said that he attended one panel discussion where it was relayed that they had asked all faculty to consider submitting topics for a QEP. They received approximately fifty topics and narrowed it down to three topics, and then further narrowed it to one topic that they asked for a white paper to be submitted for consideration. Basically, within the white paper they had to respond to questions such as, if you were interested in doing this project, how would you do it; how would you assess it; how would you bring in student learning outcome, etc? They received five white papers. They reviewed the papers and they chose the best paper and asked the author to be the QEP Director. As an added bonus, they offered \$1000 to the white paper winner and, from the papers they received, those individuals were formed into an advisory council for the QEP.

Dr. Buja advised that his Action Items were as follows:

- Visit all schools regarding the QEP;
- We will develop publicity /solicitations pieces; and
- Work toward a white paper project.

There being no further business to discuss, the meeting adjourned at 11:30 AM on Wednesday, July 30, 2008. The next meeting will be scheduled in late September 2008 and in the meantime, Kathy Rodgers will work on the JIQ.

Respectfully submitted:

/s/ Terrie Schade-Lugo

Wednesday, August 6, 2008