The meeting was called to order by Sharon Decker at 3:00 p.m. 
The minutes for November 5, 2008 were approved by consensus.

I. Old Business:

A. Proposed Definitions (Attachment A -highlighted definitions need to be voted upon) 
The vote was unanimous.

B. Modified Student Learning Outcomes (Attachment B - highlighted area indicates changes) 
Kari Wood proposed to pull together second and third objectives into one objective. 
Also, add another objective related to effective domain attitude speaking. Changes 
will be modified to correlate with IOL. Measurements will need to be obtained for 
effective domain. Sharon Decker will send out changes to committee for approval via e-mail on November 21, 2008.

Moved and second to move changes will be implemented.

C. Modified IOM-Benner Student Competency Map/Model for Work in 
Interdisciplinary Teams Competencies (Attachment C) – Sharon Decker 
Will be modified to match the students’ outcomes.

D. Pilot Projects (Seed Grants) - Sharon Decker 
The call for Seed Grants was announced and Sharon Decker received several responses.

E. Marketing Plan – deferred 
Strategy will need to be worked out by the next meeting.
F. Restructured Sub-Committees (Attachment D) – Reports

1. **Writing (Executive Summary): Carla Myers**
   Sub-committee finalized the Executive summary report.

2. **Immersive On-Line Technologies: Irene Williams**
   Sub-committee is still exploring different software. In particular, sub-committee will be looking at Wonderland Micro Systems.

3. **Acquiring Baseline Data ($2,500.) – Tom McGovern & Melinda Corwin**
   After discussion, Tom McGovern will assist Faculty senate and Rick Bliss will assist student senate in obtaining consecutive QEP updates. Next meeting will look at survey and focus groups.

4. **Actions to be Implemented – Suzanne Escudier**
   Proposed for one to three people, from the Health Sciences Center, be sent to the TeamSTEPPS Master training. They have some funding, so the sub-committee will look at grants availability promptly.

5. **Assessment/Evaluation Strategies – Kari Wood**
   Presented QEP Assessment of Student Learning Outcomes handout. Tom McGovern proposed External and Baseline Data be tied together. Sharon Decker proposed Internal to include advanced patient simulators, tape guided reflections, and debriefing. Kari Wood will implement changes accordingly.

6. **Literature Review/Best Practices – Sharon Decker**
   Committee met and divided into sections by schools and an additional section for others. Members will critique a minimum of five articles and write a summary. Members will send summary to Sharon Decker via e-mail by Monday, November 24, 2008.

II. **New Business:**

1. **Materials Included with Executive Summary**
   - Organizational Chart (Attachment D)
     Chart was created to reflect present day.
   - QEP Five-Year Timeline (Attachment E)
     Sharon Decker explained phase and stages.
   - QEP Actions to be Implemented (Attachment F)
     Sharon Decker explained briefly.

2. **Potential Consultants and Speakers**
   Tom McGovern proposed Madelyn H. Schmitt, from Rochester, New York, as a potential speaker.

   Suzanne Escudier proposed Judy Rudolf as a potential speaker.
Sharon Decker stated Debra Danforth will be coming via another projects budget. Also, Dr. Seropian and Driggers will be coming via QEP and RWJ grants in April 2009.

Rick Decker recommended Committee keep a list of faculty who attend speaker sessions to identify potential Interprofessional Teamwork (IT) Faculty Champions.

3. **Taskforce to review the Seed Grants**  
Victor Gonzalez, Wrennah Gabbert, and Harold Miller volunteered /were chosen to review and select seed grants based on criteria set by the Writing Committee.

III. **Announcement:**  
1. **Thursday’s Luncheon** (Nov. 20th) 12 – 1:15 PM Room ACB 220

2. **Questions to ask SACS Representatives** –  
Committee prepared questions for SACS Representatives.

IV. **Adjournment:**  
The meeting was adjourned at 4:10 p.m.  
The next meeting will be held at 3:00 p.m., December 3, 2008 in room 260D.  
(December 3, 2008 meeting cancelled related to multiple calendar conflicts).