

Members choose which section to attend based upon their schedule.

October 20, 2014

Time of meeting: 8:00 AM – 9:00 AM **Place of meeting:** BSCI Rm. 127

Members present: Kim Snyder, Steve Hollifield, Pat Wall,

Members absent: Melissa Johnson, Loreen Smith, Kim Snyder, Erin Balmer, Vanessa Capps, Jay Coomes, Jessica Fletcher, Jennifer Henson, Alice McCluney, Deborah Wiltshire Sarah Rodriguez, Adam Petit

Guests present: none

The meeting was called to order at 8:00 am by Pat Wall, QEP Director.

Topic	Discussion	Action
ACA	Melissa Johnson is the chair of subcommittee, work to begin in spring 2015	Let her know if you would like to serve on that team.
Mandatory Orientation	Alice McCluney & Kim Snyder are the chairs of this subcommittee	
Educational Planning	Jessie Fletcher is the chair of this subcommittee.	Steve Hollifield would like to serve on this subcommittee.
Educational Planner	Discussed that Student Planner will not be ready for Pilot. Options were Elis and Datatel-Patriot Port. Due to programming resources required, counterproductive to proceed with Elis.	Check with Vanessa about the likelihood of using Datatel for Educational Planning.
Committee Meetings	Steve Hollifield shared about the Job Placement Taskforce. Job Placement brochure will be given to students in ACA as a college resource.	Send Pat the information about meeting times and locations for the committees. Put committee contribution in the table on the Wiki of the Moodle Implementation site. Minutes from meetings need to be sent to Pat as well.
NCCCS Conference	Receive 4% budget under Performance Base measures. 2 prong approach, percentage & quantity of students.	
Mini-meetings	This is the last weekly meeting unless an emergency arises. We will meet on the first Friday of each	

	month from 12:30-4:30.	
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The meeting adjourned at 9: 00 am.

Name of meeting: QEP Implementation Team Mini-Meeting **Date of meeting:** 10/20/2014

Time of meeting: 2:01 PM – 2:40 PM **Place of meeting:** BSCI Rm. 114

Members present: Erin Balmer, Vanessa Capps Jessie Fletcher, Jennifer Henson, Melissa Johnson, Alice McCluney, Sarah Rodriquez, Pat Wall,

Members absent: Loreen Smith, Debbie Wiltshire, Jay Coomes, Adam Petit, Kim Snyder, Steve Hollifield

Guests present: None

Topic	Discussion	Action
	Pat Wall called the meeting to order.	
ACA Committee	Melissa Johnson will be the chair of our ACA committee. She has asked Bret Watson to be co-chair.	Melissa Johnson: Chair Bret Watson: Co-chair Orientation: Chair-Alice Kim Snyder, Co-chair Educational Plan: Chair-Jessie Fletcher Please choose a committee that you would like to serve on and let Pat and the Chair of the committee know.
Student Planner	Vanessa and Jessie went to CCC and talked to them about student planner. They are currently not using this and it will probably be the fall before they get started due to the bugs in the system.	Jessie suggested looking at Student Planner and making a paper form to follow. This way, when we do get Student Planner, it will not look so foreign. Vanessa is going to ask if anyone uses Patriot Port. It will be hard to use this as an educational planning tool since classes will need to be

		built two-years in advance.
Committee Meetings	Let Pat know the date, time, and location of your meetings. She will also need to know who the speaker was and what they have said their committee's part will be.	The PowerPoint with talking points that you should use in your committee meetings is under Oct. 6 th on the Moodle site.
Mini-meetings	We will no longer have Monday mini-meetings unless an emergency arises.	The first Friday meetings will now start at 12:30 and could last as long as 4:30.
ACA Handout	"How will ACA (includes 115 and 122) be different?"	<p>Suggestions for #2:</p> <ul style="list-style-type: none"> • All ACA 115 courses will consistently address the same student learning outcomes with allowances made for additional department level student learning outcomes in discipline specific sections. • All ACA 122 courses will consistently address the same student learning outcomes with allowances made for additional department level student learning outcomes in discipline specific sections.
Next Meeting	Look for an email from Pat about our next meeting.	November 7, 2014 @ 12:30 BSCI Rm. 114

The meeting adjourned at 2:40pm.