

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 11/07/2014

Time of meeting: 12:35 PM – 2:30 PM **Place of meeting:** BSCI Rm. 114

Members present: Erin Balmer, Vanessa Capps, Jay Coomes, Blake Dula, Jessie Fletcher, Jennifer Henson, Steve Hollifield, Melissa Johnson, Alice McCluney, Sarah Rodriguez, Loreen Smith, Kimberly Snyder, Pat Wall,

Members absent: Adam Petit, Debbie Wiltshire

Guests present: None

Topic	Discussion	Action
	Pat Wall called the meeting to order.	
Approval of Minutes	Pat asked for approval. Alice made a motion and Vanessa seconded the motion.	Minutes were approved with one change on the Oct. 20 th morning meeting. Change Datatel to Colleague under the Educational Plan piece.
New Member	Pat introduced our newest member: Blake Dula: Representing Health and Public Services	
Committee Meetings	Let Pat know the date, time, and location of your meetings. Send Pat a copy of their meeting minutes.	Once you have completed your meeting key into wiki the following: Presenter, Committee, What their role will be in QEP.
Orientation Update	Alice and Kim discussed updates. They have met with the orientation group that took orientation in the summer and went over the posters and starred what they felt was important. Biggest problem was workshops not being long enough to cover Patriot Port, Moodle, and email in the allotted time. They didn't like that they were unable to tour all the buildings and no food.	Look into to using the lobby for clubs and try to get IT involved so that students can walk around and get their login information and look at what clubs are available on campus while they wait. Also, have a video playing about the college culture. Online Orientation: Alice and Pat have looked at two vendors Comevo and Advantage Web Solutions. They will each give a 30 minute presentation by webinar on

		November 19 th @ 2:30 in Jo James's lab. Instructors were emailed and asked to go to the Faculty Senate Moodle site and answer yes if they could attend and no if they could not attend.
Educational Plan Update	Committee met and discussed what their task would be and then went over everything that needs to be in a good educational plan, but not the plan itself. Looking into using SMART (Specific, Measurable, Accountable, Realistic & Timetable) goal setting tool. Part of the educational plan needs to have goals included. Need representation from other areas other than Student Services and Arts & Sciences. Possible additional advisor training. Kim has offered to pay for the first webinar.	
Lead Evaluator	Tony Strawn -Henderson Community College in Kentucky.	
Meeting for December		We will meet on Dec. 1 st @ 2:00
Marketing Committee Update	Vanessa let us know that we have \$4,198.78 in our account. We are missing the \$500 that we started out with. Jay went over the QEP design logo contest. It is up and running. Working on getting a link created from ICC home page. Deadline is Dec. 1 st and the committee will meet on Dec. 4 th . The winning logo will be presented at Professional Development Day. The theme for Sports Day will be Start Strong. Finish Stronger.	
Budget	Pat went over our wish list and we decided to ask for the following: 1. Online Orientation \$25,000 + \$3,500 annual 2. First Year Experience Coordinator \$44,000 3. Financial Aid TV \$3,500	

	4. Food and Prizes for Orientation \$3,000	
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The meeting adjourned at 2:30pm.