

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 12/01/2014

Time of meeting: 2:04 PM – 4:06 PM **Place of meeting:** BSCI Rm. 114

Members present: Erin Balmer, Vanessa Capps, Jay Coomes, Blake Dula, Jessie Fletcher, Jennifer Henson,

Melissa Johnson, Alice McCluney, Adam Petit, Loreen Smith, Kimberly Snyder, Pat Wall,

Members absent: Steve Hollifield, Sarah Rodriquez, Debbie Wiltshire

Guests present: None

Topic	Discussion	Action
	Pat Wall called the meeting to order.	
Approval of Minutes	Pat asked for approval of the November 7 th minutes. Melissa made a motion and Jessie seconded the motion.	Minutes were approved as written.
Committee Meetings	This will be the last meeting of the year. If you have attended your committee meetings and have not posted to the Wiki on the Moodle page, please do so.	
Spring Schedules	Please send your spring schedule as it is now to Pat. If there are changes when we come back in January make sure to update them with Pat.	Spring schedules needed in order to schedule our meetings.
Karen Harris	Karen Harris has agreed to come around to the division meetings and discuss R2T4 monies.	<ul style="list-style-type: none">• Discuss with your department deans.• Give them a heads up that Pat will be sending out an email in January about Karen coming to departmental meetings.• Mandatory for faculty to be present with listening ears on!
Lead Evaluator Nominees	Letter went out to Dr. Cardell requesting that Tony Strawn be our lead evaluator. Dr. Engstrom is second choice.	Ann was an evaluator last week and brought back some ideas: <ul style="list-style-type: none">• Same driver every time

		<ul style="list-style-type: none"> • Picked up in mini-vans instead of the big 15 passenger vans. • 3-4 people per van so that they would have the same driver • Meals were planned and emailed ahead of time • Student guides all wore the same color shirt with the school logo on it • All implementation members had the same color shirt with school logo • Students that were interviewed had the same color shirt with school logo <p>These are some things that we may want to consider as time approaches.</p>
Orientation Update	<ul style="list-style-type: none"> • We looked at two vendors. The overwhelming consensus was to go with Advantage Web Design. A request was put in with Dr. Gold for the money. 	
Educational Plan	Committee met the week before Thanksgiving break and had a brainstorming activity.	<ul style="list-style-type: none"> • MAP- Master Academic Plan • Came up with a cycle. Pictures have been sent to Pat and will be posted on the Moodle site. • PDSA-Plan Do Study Act • Plan-setting academic or career goals • Do- developing course sequence • Study/Act- monitoring • Have a basic outline of where they would like to go. Will meet again in January.
Marketing Committee	Deadline for design a logo today 12/01/14.	

	Entries were flying in. They will meet this Thursday at noon to start going over submitted logos.	
SLOs, Thresholds & Data		<ul style="list-style-type: none"> • SLOs 1.1-1.3: All agreed with no changes • SLO 2.1: All data sources will come from ACA Assignments. <ul style="list-style-type: none"> ○ Thresholds were changed to 75%. ○ Self-registration piece in Patriot Port changed to a Patriot Port quiz that 75% will make a 100 on. ○ Justification for the 75% threshold is to establish a baseline since we have no data at this point and progression is at 74.6% and we are at 68% now. • SLO 2.2: These will be ACA Assignments. • SLO 2.3: Changed from quiz to survey. <ul style="list-style-type: none"> ○ ACA Survey: Financial Aid with a 75% threshold. ○ ACA Survey: Did you need any of these services? If so, did you use them? Threshold of 50%. Took the satisfaction piece out and only looking for a yes or no answer. 50% is based on the Sensory Threshold.
January	Next meeting will be in January. Pat will email with time, date and location.	<ul style="list-style-type: none"> • We will re-write SLO 3.1 and go over our Empower SLOs, Threshold & Data

The meeting adjourned at 4:06pm.