

Name of meeting: QEP Development Team **Date of meeting:** 12/3/2013

Time of meeting: 9:30-10:30 **Place of meeting:** LSR Conference Room

Members present: Alice McCluney, Johnny Smith, Patricia Wall, Deborah Wiltshire

Members absent: Adam Petit, Patricia Robinson, Ngina Smith, Jamie Spratt

The meeting was called to order at 9:30 am by Alice McCluney.

Topic	Discussion	Action
Approval of minutes from the 11-15-2013 meeting.	Minutes were emailed to each member on 11-22-13.	Minutes were approved as written.
QEP Development Team Literature Review Paper	We reviewed and discussed potential changes to the paper.	Anyone wishing to make any changes or additions to the paper need to let Alice know before our next meeting.
Grants to help with additional costs for implementation	We discussed the need for additional personnel to help with students.	It was decided that the TRIO Grant would be good to consider. This will be added to the recommendations in the paper.
Submit paper to Anne Oxenreider	We discussed the need to submit the paper to the committee members a week before the presentation meeting.	Alice will plan to send the completed paper to Anne by Friday December 6, 2013 so she can send it to the SACS Steering Committee.
Final meeting	We discussed the need to have the final meeting since so many members were not present at this meeting.	The final meeting is scheduled for Thursday December 5, 2013 at 2:00 pm in the Testing Room (Rm. 9, Student Center building).
Presentation	Alice reminded everyone of the Presentation date and time.	The Presentation to the SACS Steering Committee will be on Thursday December 12, 2013 at 1:00 pm in Business Sciences, Room 114.

The meeting adjourned at 10:30 am.