

**Name of meeting:** QEP Implementation Team **Date of meeting:** 2/21/2014

**Time of meeting:** 9:00-10:30 **Place of meeting:** Business Sciences, Room 114

**Members present:** Vanessa Capps, Jessica Fletcher, Jennifer Henson, Adam Petit, Kim Snyder,

Pat Wall, Deborah Wiltshire

**Members absent:** Erin Balmer, Jay Coomes, Alice McCluney, Ngina Smith,

**The meeting was called to order at 9:00 am by Pat Wall, QEP Director.**

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Person needed to take minutes	Pat requested volunteers to take the minutes.	Deborah Wiltshire volunteered to take the minutes of the meetings.
Development Team	Pat reviewed activities of the Development Team.	All members are encouraged to review activities on Moodle.
Moodle	Pat has created a Moodle page for all QEP activities. She reported that there are only 3 members who have editing capabilities—Pat, Deborah, and Alice. All other members will be listed as non-editing faculty. She initiated a discussion regarding all faculty involvement on the Moodle page.	Pat will include all other faculty on the Moodle page as students so they can keep up with the process.
Report back to Deans/Directors	Pat reviewed member responsibilities and re-iterated that everyone has to be on-board with the process for it to work.	Pat directed each member to give reports of the meetings and activities in division meetings and to discuss activities with peer groups.
Survey	Pat discussed the survey that was sent out via email to be completed by all.	Pat directed all members to encourage everyone to complete the survey.
Representative of the Chamber of Commerce from Rutherford/Polk counties	Pat explained that this process needs to include broad based involvement for community leaders. She initiated discussion regarding potential additional persons that would need to receive the survey link.	Debbie will ask Amber Thompson if she knows of a person who could represent the Chamber of Commerce from Rutherford/Polk counties.

Topic	Discussion	Action
Sports Day	Pat explained that computers would be available to students on Sports Day for any additional questions related to the survey.	All members need to let students know as questions arise.
SACSCOC 2014 Conference	Pat presented information on the SACSCOC Conference to be held in New Orleans on July 20-23, 2014. The title is Institute on Quality Enhancement & Accreditation. She provided a list of 6 potential attendees—3 of the spaces have been filled.	Pat indicated that there are 3 seats left. All members need to look at their calendars to see if they could attend. This will be discussed at the next meeting.
Assessment Meeting on March 7, 2014	Pat discussed the need for the team to develop SLOs. She mentioned the Assessment Meeting on March 7, 2014. The title of the meeting is The ABCs of SLOs presented by Diane Carr.	Pat stated that all members are required to attend the meeting because we will be writing Student Learning Outcomes (SLOs) at our next meeting.
Spring Semester	Pat discussed the activities and timeline for Spring semester 2014.	<p>The following items will need to be completed in Spring Semester:</p> <ul style="list-style-type: none"> <li>• Receive broad based input on surveys</li> <li>• Identify actions/next steps</li> <li>• Write SLOs</li> <li>• Write definitions</li> <li>• Review the SACS website</li> <li>• Attend the retreat</li> </ul>
Summer Semester	Pat discussed the activities and timeline for Summer semester 2014. Nine-month faculty attendees at summer meetings will receive adjunct pay. All summer activities need to be completed by June 30, 2014.	<p>The following items will need to be completed in Summer Semester:</p> <ul style="list-style-type: none"> <li>• Review advising software-Alice will take the lead</li> <li>• Develop a marketing plan-Jay has been asked to take the lead</li> </ul>

Topic	Discussion	Action
Fall Semester	Pat discussed the activities and timeline for Fall semester 2014. The program plan includes a maximum of 75 pages and 25 pages of charts/graphs.	The following items will need to be completed in Fall Semester: <ul style="list-style-type: none"> <li>• Revise/narrow SLOs</li> <li>• Roll out marketing strategies</li> <li>• Develop action steps</li> <li>• Begin writing program plan</li> <li>• Pilot the program</li> </ul>
Retreat on March 21, 2014	Pat discussed the QEP Implementation Team retreat on March 21, 2014 to be held at the Lake Lure Inn from 8:00 to 4:00 pm. All members will be driving their own car since the van is not available, but no mileage reimbursement will be included. Kim Gold will attend a portion of the day. The retreat will include a light breakfast, drinks throughout the day, and a lunch buffet.	All members are required to attend. Bring calendars in order to plan additional meetings. Activities will include: <ul style="list-style-type: none"> <li>• Group activities</li> <li>• Team building</li> <li>• Writing definitions</li> <li>• Writing SLOs</li> <li>• Interpreting data from the survey</li> </ul>
Future meetings		The next meeting will be at the retreat on March 21, 2014. Additional meetings will be determined on that day.

**The meeting was adjourned at 10:30 am.**