

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 3/06/2015

Time of meeting: 12:05PM – 2:36PM **Place of meeting:** BSCI Rm. 114

Members present: Jay Coomes, Blake Dula, Jennifer Henson, Steve Hollifield, Melissa Johnson, Alice McCluney,

Adam Petit, Sarah Rodriquez, Kimberly Snyder, Pat Wall

Members absent: Erin Balmer, Vanessa Capps, Loreen Smith

Guests present: Karen Harris and Reagan Bowman

Topic	Discussion	Action
	Pat Wall called the meeting to order.	
Approval of Minutes	Feb. 20 th minutes were sent via email/Moodle. Melissa motioned/ Alice seconded	Minutes were approved as written.
Melissa Johnson/ACA Update	<ul style="list-style-type: none">• ACA revision team met on March 5th• Went over how to bring ACA back to what it once was• Melissa, Pat, Anne and Bret will make a pitch to President Dalton and Dr. Gold on some things they would like to see in place• Textbooks• Conference in Oct.- ACA Experience at Central Piedmont CC• Surveying all faculty about ACA: Have they taught it, when they last taught...	Jessie will be doing a 2 nd part on Ed Planning in the next Campus Connection.
Alice McCluney/Orientation	<ul style="list-style-type: none">• Signed off on Advantage• Trying for a soft launch by Aug.• Carol Brooks will be having photography students to take photos in April	

	<ul style="list-style-type: none"> • Next thing will be to finalize the 5 module names and give to Advantage • Administration really likes the logo and slogan! 	
Jessie Fletcher/Ed Planning Update	<ul style="list-style-type: none"> • Created Educational Planning guide • You can find this information in the Instructor Toolbox in Moodle • If there is anything missing please let Jessie know • Educational Planning meetings will be on March 10th and 11th • Both days will be the same thing • More of a training session 	
Jay Coomes/Marketing Update	<ul style="list-style-type: none"> • Looking toward fall – Grub Day • Fun run on Sports Day • Mud Run? • Campus Life Taskforce is doing the wooden box car derby • This is a good way for faculty involvement • Order kits through the bookstore 	
QEP in Syllabi	<ul style="list-style-type: none"> • Went to the Marketing committee • Having to look at the compliance piece of it 	
QEP MCEA	<ul style="list-style-type: none"> • To become recommendation and not a mandate that instructors have to have it • Encourage in your departments • This would be one way to give students more opportunity to learn about the QEP 	

	<ul style="list-style-type: none"> • For classes that do not have a Moodle component, there will be a hard copy to use 	
Karen Harris and Reagan Bowman	<ul style="list-style-type: none"> • Administrative Withdrawal vs. Student Dropping: Withdrawal is Withdrawal • The last date the student attended class or the last activity in Moodle is what is how R2T4 money is determined • Encourage students to stay until the 60% date passes • If you have a student that comes to you, before you sign the drop form, send them to financial aid before you sign it • In fall 2014 the college paid back \$70,000 for 91 students • VA needs to be notified within 30 days of the student leaving the class • If a student has an earned "F", the last date of attendance at the end of the semester, will not be a R2T4 student • March 17th is the 60% date for full 16 week term sections for spring 2015 • 2013-2014 \$133,179 paid back • The Last Date of Attendance is Key 	
Start Strong. Finish Stronger. Committee	<ul style="list-style-type: none"> • Pat went over the responsibilities and suggestions that came from TALC and QEP Implementation Steering Committee • No changes were requested 	

Ed Plan	<ul style="list-style-type: none"> • Next time we will be looking at our Ed Plans to see if our students can take these classes and graduate within two years: fall/spring, fall/spring • It has been done on paper, but can it be done with scheduling • 	
Next Meeting	April 10, 2015 @ 12:00 in BSCI 114	

The meeting adjourned at 1:49pm.