

Name of meeting: QEP Implementation Retreat **Date of meeting:** 7/21/2014

Time of meeting: 9:00 – 3:00 PM **Place of meeting:** Nancy Womack's house in Lake Lure

Members present: Erin Balmer, Vanessa Capps, Jay Coomes, Jessica Fletcher, Jennifer Henson,

Alice McCluney, Loreen Smith, Pat Wall, Adam Petit, Deborah Wiltshire

Members absent: Steve Hollifield, Melissa Johnson, Kim Snyder

The group traveled to Lake Lure for an all day retreat.

The meeting began at 9:00 am by Pat Wall, QEP Director.

Topic	Discussion	Action
Minutes from the previous meetings.	Pat led the discussion for approval of the minutes for May 2, 2014; May 28, 2014; and June 4, 2014.	Minutes were approved as written.
New members	Pat introduced new members.	Loreen Smith, Faculty from the English Department and Steve Hollifield, Faculty from applied Sciences will be joining the committee.
Future meetings	Pat reviewed schedules with everyone.	We will hold a meeting once a month on the first Friday of each month during fall semester 2014 from 1:30 to 3:30 pm. Meeting in December is questionable at this time. Pat will email future meeting times.
5K update	Vanessa gave the report regarding the 5K run. She reported that it is scheduled, but the approval for the budget is unclear at this time. They are checking into T-shirts. The cost is \$7.00/shirt or \$5.50 for 73-144 shirts or if more than 145 shirts the cost will be less.	The 5K run is scheduled for Saturday September 27, 2014 at 8:00 am. This is also Grub Day and the kick-off for the ICC 50 th Anniversary Celebration. Thad Harrill is designing the road run course. The committee will request that approval for funding be decided by July 31, 2014. Pat will send an email to Thad and others in administration requesting a funding decision.

Topic	Discussion	Action
Marketing	Jay reported on marketing efforts at this time. We need to develop a slogan for the QEP and promote awareness in the community.	Placing signs along the 5K run route about the QEP was discussed.
Convocation	The group reviewed QEP presentation and the promotional song for the QEP.	The group will interrupt President Dalton at the end of his speech with the song. Then, Pat will refocus the group; Jessie will present the website; jay will discuss marketing; and Vanessa will present the 5K run. It was also decided that the group should have 5K run brochures to distribute as they walk back to their tables.
Slogan	Pat led the discussion for several options that were discussed during the travels to the other colleges this summer. The group narrowed it down to two options: driven to succeed; and start strong...finish strong.	The group decided that the Title for the QEP would be Start Strong...Finish Strong. It was also decided to incorporate the 3Es with a racing theme.
Definitions	Jessie presented a possible definition for Academic Advising from the Academic Advising Taskforce.	<p>The group decided to keep the same definition. The group also decided to add College Culture. Definitions added include:</p> <ul style="list-style-type: none"> • Academic Advising-an ongoing learning centered partnership dedicated to helping students define educational goals and achieve academic success • College Culture-community of learners that includes but is not limited to clubs/organizations; faculty/staff/student interactions; cultural events; intramurals; community services; and the “Learning College” philosophy.

Topic	Discussion	Action
Advising Rubric in Department meetings	Pat led the discussion regarding academic advisors.	It was decided that each member would contact the Deans to arrange for some time during the September/October Division meetings to discuss what makes a good advisor and what do we want students to know. Each division will create their own document and then the members will bring the information back to the next QEP meeting. Jessie will send a copy of the advising checklist to all members.
Focus Statement Review	Anne Oxenreider joined the meeting and Pat led the review and discussion.	Pat gave each member a handout with the focus statement and goals. The group made suggestions and changes. Pat will make the changes and bring back to the group.
Goals	Pat led the review and discussion.	The group made suggestions and changes. Pat will make the changes and bring back to the group.
Scope of the SACSCOC QEP	Pat led the review and discussion.	The scope will be the First semester experience.
Student Learning Outcomes (SLOs)	Pat led the review and discussion.	Pat will post the list on Moodle for the members to review.
QEP, SOAR, and the Advising Taskforce	Pat led the review and discussion. She was asked by Dr. Gold to see how these committees overlap.	<p>The group reported the following:</p> <ul style="list-style-type: none"> • Advisor training is one aspect • Advising taskforce should be used to develop the training • We need to keep SOAR informed of our progress <p>In the future, let Pat know where any items overlap.</p>
CSSEE	Anne led the review and discussion. She reported that low numbers are not desirable.	We had low numbers in student effort and support for learners.

Topic	Discussion	Action
Groups/Committees	Anne led the review and discussion. She said that each member of the committee needs to meet with all of the groups this semester to report about the SACSCOC QEP. Anne presented a list of about 35 different groups/committees. She indicated that we might want to pair up to present our case to these groups.	<p>Anne's brief history that should be reported to each group includes:</p> <ul style="list-style-type: none"> • Background of development of the QEP • Themes that were identified • QEP Development Team • SACS Steering committee decision • QEP Implementation Team • Timeline for completion <p>In each group meeting, we should be asking them, "what is going on in your committee that can support what we are doing?"</p> <p>If people want to know what we are doing that is new and different, respond with, "it is a concerted effort to push students toward completion."</p>
5 year going forward	Pat led the review and discussion.	It will include a follow-up report. We should hand it over to other committees. It should live in SOAR. We should maintain a group for faculty advising.
Next meeting	Pat led the review and discussion.	Friday September 5, 2014 at 1:30 pm. Place to be determined.

The meeting adjourned at 3:00 pm.