

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 7/22/2015

Time of meeting: 2:30PM **Place of meeting:** BSCI Rm. 114

Members present: Erin Balmer, Jay Coomes, Blake Dula, Jennifer Henson, Kimberly Snyder, Pat Wall

Members absent: Jessie Fletcher, Steve Hollifield, Melissa Johnson, Alice McCluney, Adam Petit, Sarah Rodriguez, Loreen Smith

Guests present: Kathy Ackerman

Topic	Discussion	Action
	Pat Wall called the meeting to order.	
Convocation	<ul style="list-style-type: none">• What are we doing?• How can we make non-faculty members feel like they are a part of this?	
Glossary Terms	<ul style="list-style-type: none">• Confusion on MAP and Program Outline• “MAP” (Master Academic Plan) is the Program Outline once a student has been added to it• Will be measuring “MAP” through ACA along with other components of QEP	Glossary Terms will be updated in Moodle
Educational Planning vs. Educational Plan	Everyone needs to know that there is a difference between Educational Planning and Educational Plan <ul style="list-style-type: none">• Educational Planning is the “whole” process• Educational Plan is a component• Need a flow chart that shows the process so that it can be understood by all	<ul style="list-style-type: none">• Cards are being made that will show the process• Need to know what the talking points will be on the cards
ACA Coordinator	We do have an ACA Coordinator. They shall be named at a later date.	

Introduction of Early Intervention at Convocation	<ul style="list-style-type: none"> • Have a talking point on the Early Intervention • Coming Spring 2016 	
Plan for Convocation	<ul style="list-style-type: none"> • Where we were • Where we are • Where we are going • Clickers?? • Slap on the hand moment • Lollipop moments video • Recognition <ul style="list-style-type: none"> ○ Jessie: App. State and Lee Hoyle ○ Jennifer: Kimberly Snyder ○ Kimberly: Vicki Walker • May talk about Pit Crews if time allows 	<ul style="list-style-type: none"> • Kimberly is checking with student to recognize Pam Lawrence • Pat is sending out an email to see about getting some more lollipop moments

The meeting adjourned at 4:01 pm.