

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 9/10/2015

Time of meeting: 9:00AM – 10:36AM **Place of meeting:** BSCI Red Room

Members present: Erin Balmer, Vanessa Capps, Jay Coomes, Jessie Fletcher, Jennifer Henson, Steve Hollifield,

Melissa Johnson, Alice McCluney, Anne Oxenreider, Adam Petit, Loreen Smith, Kimberly Snyder,

Pat Wall,

Members absent: Blake Dula, Steve Hollifield,

Guests present: None

Topic	Discussion	Action
	Pat Wall called the meeting to order.	
New Steering Committee Members	Pat opened up the meeting with letting us know she had invited the new steering committee members which include: Lisa Courtney, Jessie Fletcher, Blain Jones, Alice McCluney, Anne Oxenreider, Kimberly Snyder, and Bret Watson	
Approval of Minutes	Pat asked for approval of the following meeting minutes: Implementation Minutes, June 17 and Steering Committee minutes from May 6 & 20 Melissa Johnson made the motion to approve and Adam Petit seconded the motion. All in favor	
Future Meeting Dates	<ul style="list-style-type: none">• September 24, 2015 @ 9:00am• October 5, 2015 @ 10:00am (For poster presenters)• October 15, 2015 @ 9:00am	
Professional Development Day	Pat went over what to expect on Professional Development Day. Group 1 will stay in the auditorium where there will be skits with Kim Gold, Scott Hutchins, and Johnny	Those assigned to posters will get their content ready to bring to next meeting.

	Smith. Group 2 will go to Seminar B to hear the scaled down speech given to the SACSCOC. Group 3 will go on the museum walk to see the posters. This should run 9:30-12:00.	You can set up your posters in the Foundation on October 7 th after 1:00pm.
Posters	Alice asked the group of presenters what size poster they wanted to go with. The group decided to go with 48" x 36"	<p>Alice will let Susan Straw know the size so that foam board can be ordered.</p> <p>Alice is going to send out the outline she and Vanessa used on their poster. It is already scaled to the 48" x 36" size.</p>
Poster Content	Anne asked that the poster presenters have their content brought to the meeting on Sept. 14 th .	If you cannot make the Sept. 14 th meeting, please send your content to Anne or Pat. The content will need to be to Susan by the 28 th in order to get the posters printed.
SACSCOC Visit	<p>Wednesday of the SACSCOC visit will be focused on the QEP portion. The presentation should last no less than 20 minutes and no more than 40 minutes.</p> <p>After presentation there will be a break out into 4 groups.</p> <ul style="list-style-type: none"> • Group 1 will be President Dalton and Board of Trustees will be in the Chocolate Room. • Group 2 will be students and three evaluators. • Group 3 will be faculty that have had no involvement with the QEP: Karen Spratt, Bobbi Hodge, Joy Thompson, Noelle Hoyle, Keith Poole, Kelly Jones, Tom Tarker, and Karen Taylor. • Group 4 will be Staff: Anne didn't have those names at the time of meeting 	

SSFS Committee	Adam Petit will become the co-chair of the SSFS in January along with Anne Oxenreider	
Vocabulary	Anne went over the program model of Comprehensive Educational Planning as listed in the Venn Diagram and how it relates to our glossary.	
Marketing Update	<p>Jay gave an update on marketing efforts.</p> <ul style="list-style-type: none"> • \$3,900 left in budget • Post-it Notes .29 per pack of 25. Looking at ordering around 2000 • Reusable stickers that leave no residue • Banner for each building \$56 each • 1,000 Cell phone cleaning pads • 100 8GB flash drives as prizes in giveaways • Additional items for Professional Development: Lollipops, book marks, pocket cards (one set for employees/one set for students) 	
Next Meeting	September 24, 2015 @ 9:00am	

The meeting adjourned at 10:36am.