

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 9/15/2014

Time of meeting: 2:30 PM – 4:20 PM **Place of meeting:** Library, The Tryon Room

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

Steve Hollifield, Melissa Johnson, Alice McCluney, Adam Petit, Loreen Smith,

Kim Snyder, Pat Wall, Deborah Wiltshire

Members absent: none

Guests present: Dr. Cardell, Vice President SACSCOC

The meeting was called to order at 2:30 pm by Pat Wall, QEP Director.

Topic	Discussion	Action
Introductions		All participants provided a brief introduction.
QEP PowerPoint	Pat Wall introduced the QEP.	Pat wall presented the QEP PowerPoint.
What to expect with the SACSCOC visit	Dr. Cardell presented a brief overview of what to expect during the visit.	The on-site visit is scheduled to occur in September 2015. The review team needs to have the completed QEP document 6 weeks prior to the visit. During the visit, the SACSCOC team will mostly be looking at compliance on the first day and the QEP on the second day.
The SACSCOC Team	Dr. Cardell presented the team members that usually make up the SACSCOC site visit team.	The SACSCOC team includes: <ul style="list-style-type: none">• Chair• CEO• 2 to 3 academics• Student services• QEP Director• CFO & Librarian as needed• QEP lead evaluator, who is nominated at least 3 months ahead

Topic	Discussion	Action
Target group	Dr. Cardell led the discussion about the QEP target group. The target group needs to be able to be managed through resources, infrastructure, faculty teaching ACA, and faculty advisors. Is it discipline specific?	For the QEP, we need a clear target group.
Mandatory orientation	Dr. Cardell led the discussion. We need to be able to assess the outcomes. Some of the questions that we need to be able to explain include: What are the consequences for not doing it? What are the components of the mandatory orientation that you are measuring?	We need to define what college expectations/culture means to ICC. We need to identify the components of the mandatory orientation that we intend to measure.
Effective marketing strategies	Dr. Cardell indicated that the strategies we have listed are good. Expenses are based on what the college can afford.	We need to see that the marketing strategies are published and/or disseminated.
Current student for the team	Dr. Cardell indicated that we needed a current student on the Team. It should be someone that demonstrates student support and can disseminate information to constituents.	We need a current student on the Team.
Language with students about the QEP	Dr. Cardell indicated that students needed to be able to respond to the following questions: What do you know about the QEP? What does "Start Strong. Finish Stronger." mean? What is the QEP and how will it affect the students?	We need to develop clear information to disseminate to students and others.
QEP as presented today	Dr. Cardell presented an overview of the current QEP. She reported that we seem to have several QEPs in one, we need to reconsider learning communities, we have lots of moving pieces, and we could have a QEP just on advising.	We need to be able to assess all parts, but assessment should not direct the QEP process. We need solid goals. We should consider narrowing the focus.

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Significant impact	Dr. Cardell reported that we do not want to make an insignificant change.	We are already doing ACA, so how will it be different? We need to answer the question of “why” and “how do we justify it?”
Faculty development	Dr. Cardell indicated that there needs to be a faculty and staff development piece.	We need to develop a faculty and staff development piece.
QEP focus	Dr. Cardell indicated that we are to make sure that the QEP focus is in the Literature Review.	We need to review the Literature Review to make sure it reflects the QEP focus.
Additional questions or comments for Dr. Cardell		Send your questions to Pat Wall. Pat and Alice will be meeting with Dr. Cardell tomorrow.
Narrowing the QEP focus	Dr. Cardell and members of Administration left, but the meeting continued with a discussion about narrowing the focus.	We decided to drop the advising piece and to focus on mandatory orientation and ACA.
Next meeting		We will meet on Monday September 22, 2014 at 8:00 and 2:00 pm. Please plan to attend one of the sessions.

The meeting adjourned at 4:20 pm.