

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 9/5/2014

Time of meeting: 1:30 PM – 3:30 PM **Place of meeting:** BSCI Rm. 114

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

Alice McCluney, Pat Wall, Adam Petit, Deborah Wiltshire

Members absent: Melissa Johnson(absent due to College Council Retreat), Steve Hollifield, Loreen Smith, Kim Snyder

Guests present: none

The meeting was called to order at 1:30 pm by Pat Wall, QEP Director.

Topic	Discussion	Action
Approval of minutes from the 7-21-2014 meeting.	Minutes were emailed to each member on 8-5-2014	Minutes were approved with minor grammatical corrections.
Additional meetings	Pat reported the need for additional meetings to get some things accomplished. The additional meetings would be scheduled on Mondays from 8:00 to 9:00 am or 2:00 to 3:00 pm.	Committee members should plan to attend one of the meetings on Mondays.
5 K Update	Vanessa reported on the 5 K Run scheduled for September 27, 2014. She explained that Jennifer Henson created the brochure. Vanessa explained the route, brochures, and posters. She was asked if attendance at the Saturday Kick-off optional or mandatory. She reported that some of the teams were planning to dress alike. The EMS is planning to have a station for emergencies, traffic lanes will be blocked off for the safety of the runners. There will be spotters in all turns in the course. Runners will receive a T-shirt and awards will be given to the winners in each age group.	Vanessa reminded everyone to pick up some brochures and posters to put in their areas on campus. She passed around a sign-up sheet for persons to indicate where they could help. Vanessa reported that the College Council was meeting today to decide whether or not attendance at the September 27 th Kick-off was mandatory or optional.

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5 K Awards	Jennifer Henson reported on the bids for the 5 K awards. She reported that they had contacted Bradley's in Shelby and House of Awards in Forest City. They are considering an award for the top 3 in each age group and for the top 3 overall.	The committee decided to let the awards committee decide on the agency to provide the awards.
Marketing Update	<p>Jay reported on the marketing plan. Currently, the plan is being developed in 4 stages:</p> <ul style="list-style-type: none"> • Preparation • Awareness • Creating culture • Sustaining <p>Sometime in September, they hope to begin a LOGO contest for students.</p>	<p>The marketing committee will provide an outline with a timeframe, the costs, and parties responsible for each item listed under these stages.</p> <p>It is the desire of the marketing committee to have a winner of the contest sometime in October and to roll out the LOGO in February 2015.</p>
Talking points for the QEP presentation	<p>Pat let the group discussion to create the talking points for the QEP presentations. Pat reported that we are patterning the program similar to Valencia's Life Map Model, The Front Door Approach:</p> <ul style="list-style-type: none"> • Prepare • Promote • Impact • Sustain 	Jessica took notes during the process as Pat reviewed each slide. The committee asked questions and provided input and clarification. These will be reviewed again on Monday at the meetings.
Advising rubric	Pat led the discussion and gave handouts to the committee.	This will be reviewed again next week.
Department meetings	Pat reminded everyone to plan to take the QEP presentation and talking points and present it in their division meetings.	Each committee member should contact their Dean to schedule a 10 minute block of time in their next division meeting, preferably in September.

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Completion Goal	Pat discussed the NCCCS completion statistics.	She reported that the ICC goal for Completion for this next year is to increase it by 5%.
QEP Marketing and Website committees	Pat led a discussion between the marketing and website committee representatives.	It was decided to combine the website committee with the marketing committee because the website would contain a lot of marketing information.
Meeting with SACSCOC Vice President	Pat reminded us of the Meeting with the SACSCOC Vice President, Dr. Cardell, on Monday September 15, 2014 at 2:30 pm in the Tryon Room.	Every committee member should plan to attend.

The meeting adjourned at 3:30 pm.