

**Name of meeting:** QEP Development Team **Date of meeting:** 9/5/2013

**Time of meeting:** 11:30-12:30 **Place of meeting:** Business Sciences, Room 114

**Members present:** Alice McCluney, Anne Oxenreider, Patricia Robinson, Johnny Smith,

Ngina Smith, Jamie Spratt, Patricia Wall, Deborah Wiltshire

**Members absent:** Adam Petit

**The meeting was called to order at 11:30 am by Anne Oxenreider.**

Topic	Discussion	Action
Definition of QEP	Anne initiated a discussion of QEP. It is a Quality Enhancement Plan that is focused on student learning. The plan should include the identification of a legitimate student need along with a plan to address it. It is based on the SACS Criteria Section 2.12 and 3.3.2.	Members of the QEP Development Team must focus on current research related to removing barriers to completion through academic planning.
QEP team tasks	Anne presented a discussion of the Team's tasks.	While completing the research, the Team needs to focus on current research, potential target groups, other QEPs, identify a potential model, and submit findings in a 3 to 5 page double spaced paper written in APA style. The potential model needs to be capable of affecting the identified target group.
QEP Development Team timeline	Anne presented each member with a handout delineating the timeline for completion (refer to handout).	Revisions to the timeline include: <ul style="list-style-type: none"> <li>• Fall 2013-identify a topic</li> <li>• Fall 2013-analyze internal and external data</li> <li>• Fall 2013-review of literature</li> <li>• Spring 2014-select a program model and community-wide naming and logo process</li> </ul>

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QEP Development Team and QEP Implementation Team	<p>Anne presented clarification of both Teams. Both Teams are charged with different tasks. It is not mandatory that each member of the QEP Development Team remain on the QEP Implementation Team. Each member can choose whether or not to continue on with the implementation team. The Implementation Team Chair will be allotted a course reduction of 2 courses per semester.</p>	<p>The QEP Development Team will complete their task by December 2013 culminating in a meeting with the SACS Steering committee in December. The SACS Steering Committee meets each week on Thursdays at 2:00 pm. After an informal presentation of the QEP Development Team report, the SACS Steering Committee will decide how to go forward.</p> <p>Each QEP Development Team member will need to decide whether or not to remain on the QEP Implementation Team.</p> <p>The QEP Implementation Team will begin in January 2014 with a campus-wide meeting in January.</p>
QEP Implementation Team projected timeline	<p>Anne presented a brief overview of the QEP Implementation Team timeline (refer to handout).</p>	<p>The final document will be due in mid-late summer 2015 in preparation for the on-site visit in Fall 2015.</p>
Literature review	<p>Anne presented a brief review of potential websites to begin the literature review. The paper should also include community discussion regarding the assessment of potential target groups.</p>	<p>Potential sites for review include:</p> <ul style="list-style-type: none"> <li>• ICC Library—EBSCO Host</li> <li>• SACS website</li> <li>• CCSSE information</li> <li>• ICC institutional data</li> </ul>
Questions related to SACS	<p>Anne reminded the group that they could not contact SACS to ask questions.</p>	<p>Donna Hood is the SACS Liaison. She is the only person that can contact SACS directly.</p> <p>For questions related to the QEP process, ask Anne Oxenreider. Forward copies of the minutes to Anne.</p>

Topic	Discussion	Action
Continuation of the meeting	Anne Oxenreider excused herself from the meeting at this time.	Anne informed the group that they would need to decide on a Chair, Secretary, future meeting times, assignments, and SACS annual meeting attendees.
Development Team Chair	Team members were allowed to volunteer for positions.	After some discussion, it was decided that both Johnny Smith and Alice McCluney would serve as Co-Chairs.
Development Team Secretary	Team members were allowed to volunteer for positions.	Deborah Wiltshire volunteered to serve as the Secretary.
Attendees to the SACS Annual Meeting in Atlanta December 7-10, 2013	Team members were allowed to volunteer for the meeting.	It was decided that at least one of the Co-Chairs should attend the meeting. It was decided that Johnny Smith and Ngina Smith would attend the meeting in Atlanta.
QEP Development Team assignments for the next meeting	The Team attempted to summarize assignments for the next meeting.	Each Team member needs to bring 3 articles that address potential models, potential target groups, and barriers to completion to the next meeting. Deborah will email the minutes to each committee member.
QEP Development Team Moodle page	Ngina suggested the use of a Moodle page for the QEP Development Team.	Pat Wall will build a Moodle page to attach articles, attach minutes, and other items as necessary. Pat will contact Jo James to get our student Team member, Patricia Robinson, on the Moodle page.

Topic	Discussion	Action
Future meeting dates	The Team decided that we should meet at least every two weeks. We reviewed calendars and set potential meeting times.	<p>Future meeting times for Fall Semester 2013 include:</p> <ul style="list-style-type: none"> <li>• September 19 at 12:30 pm (begin the research process)</li> <li>• October 10 at 12:30 pm (to identify a potential target group and model)</li> <li>• October 25 at 9:00 am (to begin writing the paper)</li> <li>• November 1 at 11:00 am (to continue writing the paper)</li> <li>• November 15 at 9:00 am (to proof the paper)</li> <li>• December 2 at 9:30 am (to prepare for the presentation)</li> <li>• December 5 at 2:00 pm (to give presentation to the SACS Steering Committee)</li> </ul>

**The meeting was adjourned at 12:30 pm.**