

**Name of meeting:** QEP Development Team **Date of meeting:** 10/25/2013

**Time of meeting:** 9:00-10:30 **Place of meeting:** Business Sciences, Red Room

**Members present:** Alice McCluney, Patricia Robinson, Adam Petit,

Ngina Smith, Jamie Spratt, Patricia Wall, Deborah Wiltshire

**Members absent:** Johnny Smith

**The meeting was called to order at 9:00 am by Alice McCluney.**

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Approval of minutes from the 10-10-2013 meeting.	Minutes were emailed to each member on 10-14-13. Revisions were emailed to members on 10-24-13. Minutes were reviewed and discussed.	Minutes were approved with minor grammatical corrections.
Updates for outside work.	Alice led the discussion.	Jamie reported that he was unable to view the items on the Valencia site.  Alice reported the Sinclair Community College was using Ellucian software that is compatible with Datatel to manage patient data.
Draft of the paper to be used for presenting.	The members reviewed the paper in Moodle. It was set up by Pat Wall as a Wiki so that each member could add their own content.	Pat and Alice reviewed the process for adding information to the Wiki.
Learning Communities	Alice led the discussion about learning communities. She said it was being discussed again in the assessment meeting.	The members will explore the use of learning communities at ICC—possibly for inclusion in ACA. We will consider including it in our recommendations.
Ellucian software	Alice reported on Ellucian software. This software is being purchased by the system office for all colleges to use.	Currently there are problems with it and the system office is working to fix them.

Topic	Discussion	Action
CCL project	Alice reported on the CCL project. She presented a webinar by Fran Eckert & Neche Dwyer that was conducted on August 22, 2013. It includes the areas of Degree planning, Scheduling, Advising, and Registration.	This software can be used with Portal, Webadvisor, or stand alone.
Homework for everyone	Alice reminded everyone about their requirement for the paper.	Each member should provide their input for the paper by November 1, 2013 so Alice can begin compiling the first draft of the paper.
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>• November 1 at 11:00 am (to continue writing the paper)—<b>cancelled</b>. The team members decided that we did not need to meet on this date.</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)—potential for a different date—December 12 or 19 based on the recent email from Anne Oxenrider.</li> </ul>