

**Name of meeting:** QEP Implementation Team Meeting **Date of meeting:** 10/3/2014

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

**Members present:** Erin Balmer, Vanessa Capps, Jay Coomes, Alice McCluney, Kimberly Snyder, Loreen Smith,

Melissa Johnson, Adam Petit, Jessie Fletcher, Sarah Rodriguez and Pat Wall

**Members absent:** Jennifer Henson, Steve Hollifield, Debbie Wiltshire

**Guests present:** none

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

<b>Topic</b>	<b>Discussion</b>	<b>Action</b>
Approval of minutes from the 9/5/2014, 9/8/2014, 9/15/2014, 9/22/2014/ 9/29/2014 meetings.	Not all members have read the minutes.	Previous minutes will be approved via Moodle. Please read and approve or suggest revisions accordingly.
Sarah Rodriguez, SGA President.	A new member was introduced. She is SGA President and our student representative as Dr. Cardell suggested.	
Timeline	Pat Wall distributed the timeline. The deadline for Departmental Presentations will be delayed until the week ending October 24. Committee presentations will be postponed two weeks as well.	
Committee QEP presentations	Pat requested that members volunteer for talking point presentations to the standing Isothermal committees and task forces. It was decided that the presentation will be shorter and geared toward soliciting feedback on how these committees fit into the QEP's target.	Contact committees to arrange meetings for presentations. Make sure that it is in the timeframe.
Orientation Process	Alice McCluney and Kim Snyder facilitated a group brainstorming	Alice McCluney & Kim Snyder will lead the Orientation

	<p>activity on orientation. They briefly discussed the fall 2014 orientation process and provided a history on orientation, from One-Stop to Graduating Seniors Orientation Day. Requested group feedback on categories and a big one time semester event or several small events. Results from the brainstorming activity revealed the following categories need to be covered during orientation: College Life, Campus Resources, Welcome from the President, Financial Aid, Technology, Expectations and College Culture, Educational Planning, and Getting Started, First Days. The group concurred that a big, one day event would be more beneficial. The calendar committee will be asked to review if orientation can occur on the Friday before college classes begin so that faculty can be here to participate. It was expressed that online orientation must also be offered.</p>	<p>subcommittee. Recommendations from the subcommittee will be brought back to the Implementation team.</p>
SLO's & Glossary Terms	Due to time, this will be carried forward to next meeting.	To be discussed in mini-meetings on Monday, October 6.
ACA & Educational Planning subcommittees	Melissa Johnson will lead ACA subcommittee; the leader of the educational plan subcommittee will be announced at a later time.	All Implementation team members need to serve on one of the subcommittees. The leaders will choose others to serve on their committees.

**The meeting adjourned at 3:30 pm.**