

Name of meeting: QEP Implementation Team Retreat **Date of meeting:** 3/21/2014

Time of meeting: 8:00 - 4:00 pm **Place of meeting:** Lake Lure Inn

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

Alice McCluney, Ngina Smith, Kim Snyder, Pat Wall, Deborah Wiltshire

Members absent: Adam Petit

Guests present: Kim Gold, Anne Oxenreider

The Retreat began with breakfast at 8:00 am. The meeting was called to order at 8:30 am by Pat Wall, QEP Director.

Topic	Discussion	Action
Approval of minutes from the 2-21-14 meeting.	Minutes were emailed to each member on 2-24-14.	Minutes were approved with minor grammatical corrections.
Welcome and Overview	Pat Wall welcomed everyone and presented an overview of SACSCOC QEP process.	
What makes a good meeting?	Anne Oxenreider led the group in an activity that included brainstorming the qualities of a good meeting.	Some of the traits identified in the brainstorming activity include: <ul style="list-style-type: none">• Get something accomplished• Collaboration of ideas• Freedom to speak• Stay focused and on task• Leave with a clear action plan• Have defined goals• Clear picture of process• Have deadlines• Have clear objectives• Use a timed agenda• Start on time• Identify tasks for the next meeting

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SACSCOC QEP Rubric exercise	Anne Oxenreider led the group in a brainstorming activity to define role expectations and process for developing the QEP. The group further discussed how each of the topics were defined.	<p>Traits of a good process include:</p> <ul style="list-style-type: none"> • Identify the topic • Timeline • Budget • Identify barriers • Broad-based input • Evidence based • SLOs/assessment • Communication/marketing <p>Traits of a good product include:</p> <ul style="list-style-type: none"> • Identify the key issue • Focus on student learning • Focus on the environment • Embed QEP activities in all areas of the college
Marketing update	Jay Coomes has agreed to head the marketing team. He presented a list to the team members who had agreed to serve. Then, he led a discussion about potential marketing strategies.	<p>The focus for the marketing team is to make people aware of the SACSCOC QEP.</p> <p>The members who have accepted to be part of the marketing team include:</p> <ul style="list-style-type: none"> • Cathy Alexander • Alan Beam • Jay Coomes • Mike Gavin • Susan Straw • Carolyn Young
SACSCOC QEP website	Kim Snyder reported on the QEP website. She met with Alan Beam and he has begun working on it. It will have an interactive timeline and it is based on the Cedar Valley website.	Kim will send website access to all members to view.
NCCCS Conference	Vanessa Capps brought up the NCCCS conference in Raleigh October 12-14, 2014.	Vanessa Capps encouraged all QEP Implementation members to attend.

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QEP Moodle site	Pat Wall reviewed the current QEP Moodle site.	Pat informed all members that this site would contain all of the QEP documentation and would eventually be accessible to all faculty members of the college.
QEP notebooks	<p>Pat Wall presented each member with a notebook. She led a discussion on the following notebook contents:</p> <ul style="list-style-type: none"> • Timeline • Core Requirement 2.12 • Comprehensive Standard 3.3.2 • Development Plan • Engage • Survey Results 	<p>Additional comments from the group and/or homework include:</p> <ul style="list-style-type: none"> • Timeline—be sure to include the IT department in planning • Core Requirement 2.12—all members need to review • Comprehensive Standard 3.3.2—all members need to review • Development Plan—all members need to review the development team paper • Engage—this is a self-assessment tool for identifying at risk students; consider using this as a pre/post assessment • Survey Results—there were a few surprises; review survey results and the three handouts regarding performance measures for NCCCS.
Lunch with Kim Gold	Kim Gold welcomed the group and thanked them for their support. In addition, she reminded everyone that the SACSCOC QEP was a very important process for the college.	

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Glossary terms	<p>Pat Wall led a brainstorming activity for the team to identify the following glossary terms:</p> <ul style="list-style-type: none"> • Strong faculty involvement • First time college student • Successful college completion • Education plan • Orientation • Professional coach • Faculty advisor • Faculty 	Pat Wall will post a draft of the definitions to Moodle for each member to review and use to create a focus statement.
Sports Day follow-up questions	Pat Wall led the discussion about the survey results from students.	The team decided that there was no need for any follow-up questions for students on Sports Day.
Target group	Pat Wall led the discussion on the identification of the target group for the QEP.	<p>The group decided to keep the target group as previously defined. It will include:</p> <ul style="list-style-type: none"> • First-time student • Leave the target group broad to include all
Focus statement	Pat Wall led the discussion about the focus statement. It is the mission statement for the SACSCOC QEP.	Each member should work on a focus statement to bring to our next meeting.
Software solutions	Pat Wall reviewed the fact that the survey results did not rank any software solutions as a top priority. The group discussed the fact that maybe the persons completing the survey were not aware of what could be done by the use of a software package.	Alice is the head of the software project. Ellucian is being created at the state level and it works with Datatel. The group decided to consider using focus groups to test the product.

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SACSCOC 2014 Conference	Pat reminded the group about the SACSCOC Conference to be held in New Orleans on July 20-23, 2014. The title is Institute on Quality Enhancement & Accreditation.	<p>The persons who will attend the conference include:</p> <ul style="list-style-type: none"> • Anne Oxenreider • Pat Wall • Alice McCluney • Jay Coomes • Vanessa Capps • Erin Balmer
Homework reminders	Pat Wall reminded the group about homework for the next meeting.	<p>Homework includes:</p> <ul style="list-style-type: none"> • Review definitions • Write a focus statement • Write down any comments or questions • Consider QEP topic—use what was identified; what needs to be defined; and what the Steering Committee decided
Future meeting dates and times	The group compared calendars and decided to meet at least two more times before the end of the semester.	<p>Future Meetings:</p> <ul style="list-style-type: none"> • Friday, April 4, 2014 at 1 pm • Friday, May 2, 2014 at 12 noon

The meeting adjourned at 3:45 pm.