

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 4/4/2014

Time of meeting: 1:00 PM – 3:10 PM **Place of meeting:** BSCI Rm. 114

Members present: Erin Balmer, Vanessa Capps, Jay Coomes, Jessica Fletcher, Jennifer Henson, Alice McCluney, Kim Snyder, Pat Wall, Adam Petit

Members absent: Deborah Wiltshire

Guests present:

Topic	Discussion	Action
Approval of minutes from the 3-21-2014 meeting.	Minutes were emailed to each member on 3-26-2014	Minutes were approved with minor grammatical corrections.
Welcome and Overview	Pat welcomed us and informed us that Nigina has resigned from the QEP team.	Check Moodle for mistakes and let Pat know if you find any.
Updates	We discussed updates that were brought up at the retreat.	<ul style="list-style-type: none">• Kim let us know that only those with access to Cascade would be able to view the QEP website.• Alice will be contacting AB Tech to go and see how they are doing things. Also, Mark Carpenter will be checking on a demo of Ellucian for us to use as a demo for faculty and students.• Vanessa to write a plan and send to Anne for the 5k.• Pat updated us on the charge for Engage. It would be \$6.00 per student to go with this program.• Jessie suggested using Grades First as an alternative to Engage. She will do some research on the costs of this program.• Pat is making gift bags for the focus groups which will include the following items: Tag, coffee cup, water bottle, and pad of paper. These will cost about \$10.00 per bag.

Topic	Discussion	Action
SGA meeting	Pat discussed some of the things that she learned from the SGA.	<ul style="list-style-type: none"> • Orientation is Key. This is affirmation to the QEP plan. Participation from faculty is essential. SGA representatives have agreed to come and speak at division meetings.
Revise Definitions	Pat led the group in going back through the previous definitions from the retreat.	We revised them all except for Faculty Advisor. We will revisit this one in the next meeting. None of them are set in stone yet.
Focus Statement	Pat read a few focus statements and led us in a group discussion about what we thought.	We all combined the statements we had and came up with the following: “E ³ ” Isothermal engages, educates, and empowers first-time college students to achieve successful college completion through proactive advising, educational planning, and orientation. (This is not set in stone.)
Homework	We discussed what we needed to do before the next meeting on May 2.	<ul style="list-style-type: none"> • We will have a talk session with Jeff Boyle about Financial Aid. • Look over results of the child care survey. • Convocation: Do we need breakout sessions? • Look at Development Team’s report. What are the barriers? What data is currently available? • Look at the definition of Advising.

Topic	Discussion	Action
Next Meeting	Plan to meet on May 2, 2014 at 12:00 in BSCI Rm. 114, unless we otherwise from Pat. May 2 nd is Awards day and some members may have to attend.	

The meeting adjourned at 3:10 p. m.