Armstrong
QEP Leadership Team Meeting
Minutes, September 28, 2011

Present: John Kraft, Donna Brooks, Nancy Remler, Bob Lefavi, Bob Gregerson, Doug Frazier, Bill Kelso
Excused: Laura Barrett

1. John explained a QEP and how its part of our SACS reaffirmation. Mary Anne Brock is writing the SACS document and Anne Thompson is in charge of that. Then the QEP document is separate, and I’m writing that. John is overseeing it
2. QEP is a First Year Seminar with an emphasis on information literacy (fluency). The goal is to increase student learning.
3. The end of the process is September 1, 2012, but the end of spring break is the big milestone because that’s when we will send the draft for review. Our reaffirmation visit will be sometime in November 2012. We don’t have an exact date, but the QEP has to go in 6-8 weeks prior to the reaffirmation visit.
4. John Kraft handed out the SACS Handbook. Part IV reviews the QEP. He also gave us a copy of Robert Armacost’s presentation of how to develop a QEP. So we should read from the part IV of handbook and then read Armacost’s presentation. Then he gave us a copy of the blended proposal, which is now our QEP. (Get a copy of the California model of the FY Seminar)
5. Subcommittees will make recommendations to the leadership team. Then the leadership team must approve of the recommendations and ensure they are feasible.
6. The next step is to mobilize our subcommittees and get them active. Donna Brooks noticed that our course design and curriculum lacks a representative from education. John Kraft said he would check with Pat Wachholz and see if she wants to add someone there.

Friday, October 7, 2011 3:00 pm Student Union Ballroom
- Doug and Mary Anne will discuss their initial proposals and then, with Laura Barrett, discuss the blended proposal. They will emphasize that committee members’ involvement will be crucial to a university plan
- Then the group will break up into subcommittees. The lit review and course design committees should get to work right away. SLOs and assessment will get to work shortly thereafter. The Marketing and Budget Committees will get started a little later.
- John Kraft will create with ITServices a vista shell so committees can collaborate online.

Submitted by Nancy Remler