

Meeting Minutes

The QEP Committee met on Friday, January 13, 2017, at 8:30 a.m. on the Andalusia Campus. The following members were present:

Shannon Lightsey, Chair	Latrece Hall	Peggy Linton (guest)
Donna Bass	Mary Ann Hudson	Kelley Nolen
Mary Cross	Jason Jessie	Heather Owen
Danita Day	Wendy Johnson	Jan Riley
Michelle Goosby	Angela Kelley	Shannan Spurlin
Jennifer Hall	Shannon Levitzke	Kelly Wilson

Shannon Lightsey called the meeting to order by welcoming everyone, asking them to sign in, and handing out the agenda.

Shannon Levitzke reviewed the minutes from the prior meeting.

**State of the Committee Address**

Shannon Lightsey welcomed new members Mary Cross and Mary Ann Hudson, who were added to the committee to help facilitate overlap with the Title III grant. She also reviewed the QEP timeline, asked all members to read the notes she compiled from recent SACSCOC meetings, and discussed the upcoming advisory visit with Dr. Hardt.

**Review of Sub-committee Work**

Jennifer Hall presented on behalf of the Logistics and Outreach Subcommittee and announced that the Director of Student Success position had been approved by Dr. Riedel. She reviewed that job description and the tentative QEP budget that had been presented to Dr. Riedel.

Members of the OR101 Curriculum Subcommittee presented information on student learning outcomes and assessment measures, weekly content for the ORI course, and a timeline for additional updates. The committee will work closely with Title III lead faculty to ensure a smooth transition to the new ORI course.

Members of the Advising Redesign Subcommittee discussed a definition and description of advising, good advising practices, and tips for advising different types of students. They also presented an overview of the new, streamlined advising process, goals, and possible assessment measures.

**Committee-wide Discussion**

The Marketing Team (Kristy White, Wendy Johnson, Kelly Wilson, Shannan Spurlin) was asked to develop a master marketing plan and to consider engaging students (PTK members, art students, etc.) in the process of developing a QEP title and logo.

The Writing Team (Shannon Lightsey, Shannon Levitzke, Kelley Nolen, Jennifer Hall, Angela Kelley) will work on drafting the QEP during the spring and summer of 2017 and will work closely with other subcommittees during the process.

Shannon Lightsey, Kelly Wilson, and Shannan Spurlin agreed to serve on the Professional Development Team. This team will work with lead faculty from each division to hold training workshops for all new

Meeting Minutes

ORI instructors. It will also be responsible for unveiling the QEP to College employees during the January 2017 College-wide meeting.

Shannon Lightsey noted that long-term Advisory and Assessment Teams would be established in the next few months to oversee implementation of the QEP.

**Preparation for Next Meeting**

Existing subcommittees will continue to meet according to the QEP timeline and accomplish tasks as needed. Shannon Lightsey asked all members to keep detailed notes of subcommittee discussions and plans in order to assist the Writing Team.

The next meeting will be held on Friday, April 21, 2017 at 8:30 in the Memorial Room.

The meeting adjourned at 11:00 a.m.