

Meeting Minutes

The QEP Committee met on Friday, June 23, 2017, at 8:30 a.m. on the MacArthur Campus. The following members were present:

Shannon Lightsey, Chair	Wendy Johnson	Dr. Herbert Riedel (guest)
Donna Bass	Angela Kelley	Jan Riley
Mary Cross	Shannon Levitzke	Shannan Spurlin
Jennifer Hall	Peggy Linton (guest)	Kelly Wilson
Latrece Hall	Tori Norris	Kristy White
Mary Ann Hudson	Kelley Nolen	
Jason Jessie	Heather Owen	

Shannon Lightsey called the meeting to order by welcoming everyone and asking them to sign in. She also introduced new member Tori Norris and guests Dean Peggy Linton and Dr. Herbert Riedel.

**Review of Sub-committee Work**

Kelley Nolen presented on behalf of the ORI101 Curriculum Team and gave an overview of recent changes made to the curriculum. She also shared proofs of the new planner/textbook students will use.

Lead STEM faculty member Mary Cross discussed plans to hold a separate advising session for STEM students during the LBW Experience.

Shannon Lightsey presented on behalf of the Professional Development Team and discussed that group's interactions with Mary Cross and other STEM faculty to prepare them for implementation of the revised advising procedures and Orientation content.

Shannon Lightsey reiterated the importance of the Assessment and Advisory Team and encouraged members to join if they were interested in continuing work on the QEP.

Kelly Wilson presented on behalf of the Marketing Team and shared the newly selected QEP logo, along with ideas for publicizing the project. The Marketing Team will continue meeting regularly over the next few months as the College prepares to market the QEP in advance of the on-site visit.

Shannon Levitzke presented on behalf of the Writing Team, passing out copies of the QEP and reviewer guidelines and encouraging all committee members to read the full document and provide feedback to members of the Writing Team. She will also distribute copies to the Executive Council for review.

**Committee-wide Discussion**

Shannon Lightsey discussed the general timeline for finalizing and submitting the QEP and thanked members for all of their work over the past two years. She then announced that Tori Norris, the new Director of Student Success, would officially be taking over as chair of the QEP Committee. Dr. Riedel thanked Shannon for her service and indicated that he was very impressed by the QEP draft and the Committee's work.

The meeting adjourned at 9:30 a.m.