

Meeting Minutes

The QEP Committee met on Friday, April 29, 2016, at 8:30 a.m. on the Opp Campus. The following members were present:

Shannon Lightsey, Chair	Latrece Hall	Kelley Nolen
Donna Bass	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.

**Review of Goals and Outcomes**

The committee reviewed the goals and outcomes that were developed during the March meeting.

**Committee Work**

The committee formed three small teams, which met separately for about two hours to begin work on developing various components of the QEP. The teams will hold additional meetings, if necessary, before the entire QEP Committee meets again in June.

- 1) Shannan Spurlin, Kelly Wilson, Angela Kelley, Jan Riley, Latrece Hall, Kristy White, and Wendy Johnson volunteered to serve on **The Advising Redesign Sub-committee**. They were tasked with developing a more effective advising process and related measurement tools.
- 2) Shannon Lightsey, Michelle Goosby, Shannon Levitzke, and Kelley Nolen volunteered to serve on **The ORI101 Curriculum Sub-committee**. They were tasked with developing the new orientation course and related measurement tools.
- 3) Donna Bass, Danita Day, Jennifer Hall, Jason Jessie, and Heather Owen volunteered to serve on **The Logistics and Outreach Sub-committee**. They were tasked with establishing an implementation timeline, personnel responsibilities, required resources, and a QEP budget, as well as identifying a potential QEP Lead Evaluator and contacting institutions with similar QEPs to generate ideas and resources.

The next meeting will be held on Friday, June 17, 2016, at 8:30 a.m. on the Andalusia Campus.

The meeting adjourned at 11:00 a.m.