

QEP: OCTOBER 16TH/17TH SUMMIT

MINUTES

COURTYARD MARRIOTT CONFERENCE ROOM, WARNER ROBINS

MEMBERS PRESENT: Mike Holmes, Derek Stone, Susan Isaac, Jessy Bahn, Amanda Bond, Charles Wright, Christopher Babb, Erin Newton, Jillian Koopman, Kara Maddox, Katie Johnson, Nevada McPherson, Randy Elvidge, Twilla Sleeth, and Joy Hughes

The meeting opened with an introduction of new members, Nevada McPherson and Jillian Koopman. Twilla Sleeth was announced as a permanent QEP member.

Susan Isaac gave a briefing of QEP, where it stands, work to be accomplished during the summit, and announced the new QEP Chair, Jessica Bahn.

FRIDAY 10:00 am to 5:15 pm

The committee broke into the three following groups to complete their Action Plan Template:

Group 1 - Marketing – All stakeholders know the QEP motto/logo/definition/goals/Objectives of CT
Twilla Sleeth (Group Leader), Erin Newton, Joy Hughes, and Derek Stone – advisory role only

Group 2 - Professional Development – Fac/Staff Development Training in Metacognition and CT
Kara Maddox (Group Leader), Jessica Bahn, Randy Elvidge, Jillian Koopman, and Susan Isaac – advisory role only

Group 3 - Students – Implement Metacognition and CT Strategies:
Amanda Bond (Group Leader), Nevada McPherson, Charles Wright, Katie Johnson, and Mike Holmes – advisory role only

Christopher Babb visited each group to assist with assessment plans.

The committee rejoined, late afternoon, to share their action plans with the group. The committee made recommendations for revisions to the action plans. The committee retired for the evening while Jessica Bahn combined the action plans into one overall timeline. Susan Isaac updated the QEP completion timeline. Christopher Babb sent Jessica Bahn the Compliance Certification from the SACSCOC website for review.

SATURDAY 8:00am to 11:00am

Jessica Bahn reviewed the overall timeline with the committee for further discussion. The committee made further modifications, discussed measurable objectives, wrote detailed action plans, and assigned responsibility of tasks to committee members.

TASKERS:

Jessica Bahn: Finalize the Timeline, Action Plans, review the minutes, and submit to the committee for review. Work with Susan Isaac to put together the packet for Jeannie Zipperer for Dr. Goldstein to include: QEP questions for Dr. Goldstein, QEP Completions Timeline, Brief Summary of the QEP's focus and rationale, projected outcomes, project timeline with budget and assigned responsibilities, and QEP committee members list (Remember to load all documents onto the QEP drive once approved). QEP chair also needs to work with Jeannie Zipperer to ensure the SACSCOC hotel and conference registrations are put in her name.

Chris Babb: Write measurable outcomes that include possible benchmarks for each objective and submit to the committee for review.

Joy Hughes: Provide the minutes of the meeting to the QEP chair for review. Once approved, the QEP chair submits the minutes to the committee for review and ensures a copy of the minutes are saved in the QEP share drive.

Susan Isaac: Ensure all receipts for the workshop and credit cards are with Barbara Bundrage for processing. Send QEP questions gathered to the QEP chair for review and dissemination. Send the QEP Completions Timeline to the QEP Chair for review. Assist QEP chair with writing the QEP's focus and rationale.

Twillia Sleeth: Contact logo designer for suggested changes on two of the selected logos (question mark & owl) and send to the QEP committee for final approval then submit to IR department for a logo survey to be submitted.

****Suggested time to have the survey deployed and gather results: Before 15FA quarter ends.***

Group Members: Refer to your action plan timeline and progress with items assigned to you in a timely manner.