

# QEP: JANUARY 6TH SUMMIT

MINUTES

MILLEDGEVILLE CAMPUS ZMH 227 10AM – 5PM

**MEMBERS PRESENT:** LTG William B. Caldwell IV, Jeannie Zipperer, Jessy Bahn, Mike Holmes, Derek Stone, Susan Isaac, Charles Wright, Christopher Babb, Erin Newton, Jillian Koopman, Kara Maddox, Katie Johnson, Nevada McPherson, Randy Elvidge, Twilla Sleeth, Joy Hughes, April Shoemaker, Ginger Eager, April Trussell-Smith, Elizabeth Hutchings, Linda Moore, Nancy Smith, Marty Cummings, Miranda Kendrix, Scott Dickson and Teresa Kimbrough.

The meeting opened with an introduction of new members, April Shoemaker, Ginger Eager (not present), April Trussell-Smith, Elizabeth Hutchings, Linda Moore, Nancy Smith, Marty Cummings, Miranda Kendrix, Scott Dickson and Teresa Kimbrough.

Jessy Bahn gave an overview of QEP, where it stands, and work to be accomplished during the plan. The goal of today's meeting was for each subcommittee to work on details of their action plan, assign tasks to each member and assign a subcommittee (faculty) chairperson.

LTG William Caldwell addressed the committee, stressing the importance of success of the QEP and thanking the group for their willing participation.

The following members were assigned to subcommittees and broke into groups to complete their Action Plan:

**MARKETING:** Design, order and distribute marketing materials; work with the campus directors on their budgets and ordering of materials. Nevada McPherson, Ginger Eager (not present), Erin Newton, Linda Moore, Nancy Smith, Kara Maddox, April Shoemaker, and Jay Bentley (guest).

**FOCUS GROUP:** Assessment; collect data on students and faculty, identify weak areas, and determine appropriate changes needed. All committee members and Chris Babb.

**FACULTY TRAINING/PROFESSIONAL DEVELOPMENT:** Coordinate, organize, and facilitate faculty training. Charles Wright, Jillian Koopman, Elizabeth Hutchings, Marty Cummings, Jeff Wells, Teresa Kimbrough, and Derek Stone.

**IMPLEMENTATION:** Oversee implementation of all CT-enhanced courses, including changes made after data is assessed; ensure compliance of all faculty and campuses for implementation and reporting of data. Twilla Sleeth, Miranda Kendrix, Scott Dickson, Susan Isaac, Katie Johnson, Randy Elvidge and Amanda Bond.

## **TASKERS:**

***Subcommittee Members:*** Email your revised action plan to the QEP chair.

***Jessica Bahn:*** Compile the action plans provided by each subcommittee and combine into one document to share with the committee.

***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.