

**QEP Planning Team
Thursday, January 21, 2010, 3:30 p.m.
Building D, Room 149-A**

Agenda

- I. Call to order
- II. Update on progress
- III. QEP Process Questions
- IV. Spring Schedule
- V. Affirmation Handbooks
- VI. QEP Survey
- VII. QEP Marketing
- VIII. Review Action Items
- IX. Next Meeting
- X. Adjournment


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Minutes

- I. **Call to Order:** The QEP Planning Team meeting was called to order on Thursday, January 21, 2010 at 3:00 p.m. Members in attendance included: Jessica Barfield, Margaret Kelly, Dennis Lee (Co-Chair), Jeanine Long, Travis Timmons (editor) and Summer Washington (Co-Chair).
- II. **Update on Progress:** Summer Washington reported on QEP progress. The Planning Team has a dedicated folder on the L drive and is titled "Committees QEP." This is where all minutes are kept as well as any documents that we need to share. A website has also been created and will be maintained by Ryan Jorge and Summer Washington; the URL is: <http://www.southwestgatech.edu/qep>. Dennis and Summer attended the faculty meeting and met with PLC, AA and the Faculty Council to discuss the progress of our QEP planning. All members are satisfied with our progress and are supportive of our plans. Dennis and Summer had a phone conference was held with Sam Lester, QEP Planning Team Chair for Middle Georgia Tech, on 1/12/2010. Sam discussed the process that Middle GA used for topic selection and he shared resources with us. Sam welcomed the opportunity to meet with us and help us in any way.
- III. **QEP Process Questions:** Five members of leadership will be attending an accreditation conference on 1/25/10 and must be prepared to discuss various topics. The planning team has been asked to answer three QEP questions and answers were formulated and submitted for this.
- IV. **Spring Schedule:** Planning team member schedules for Spring Quarter need to be revised so at least two common blocks of time are available during the week to meet when needed. Members were asked to bring their Spring schedules to the next meeting.
- V. **Affirmation Handbooks:** New handbooks were given to planning team members that include all changes made to the reaffirmation process. This book includes good descriptive information about the QEP process.
- VI. **QEP Survey:** A survey needs to be created and disseminated in order to begin our topic selection process. Surveys from various colleges were viewed and discussed. It was decided to have entry fields for name, email address, classification and suggestion. The team agreed that some form of identification be required for all submissions for contact purposes. Anonymous posts create problems when there are questions or clarifications needed and there is no way to contact the originator of the post. The team plans to get the QEP survey out to faculty, staff, administration, advisory boards, community members, alumni, students, parents and adjunct. The survey will be available for one month unless more time is needed to gather information.
- VII. **QEP Marketing:** The planning team will begin marketing QEP so everyone becomes familiar with the term and understands that it is focused on student learning. Once the topic is selected, we will begin to market our QEP topic so

everyone will know what our focus is. Ideas from various colleges were viewed and Jessica agreed to develop a logo or visual for us to use in marketing. The team will continue brainstorming marketing ideas. Locations for posters and banners were discussed and the need for a post-it column or bulletin board was identified. A budget needs to be created for marketing the QEP.

- VIII. **Review Action Items:** Summer Washington reviewed the commitments made during this meeting that will require further action.
- a. Print Spring schedules and bring to the next meeting
 - b. Jessica will work on a marketing flyer or logo
 - c. Marketing budget needed
 - d. Create and disseminate survey
- IX. **Next Meeting:** The next meeting will be held on Monday, January 25, 2010 at 3:00 p.m.
- X. **Adjournment:** With no further business, the meeting was adjourned at 4:30 p.m.



Summer Washington