

**QEP Planning Team
Monday, January 25, 2010, 3:00 p.m.
Building D, Room 112**

Agenda


- I. Call to order
- II. Spring Schedule
- III. QEP Survey
- IV. QEP Marketing
- V. New Items
- VI. Review Action Items
- VII. Next Meeting
- VIII. Adjournment

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Building D, Room 112

Minutes

- I. **Call to Order:** The QEP Planning Team meeting was called to order on Monday, January 25, 2010 at 3:00 p.m. Members in attendance included: Jessica Barfield, Dennis Lee (Co-Chair), Jeanine Long, Travis Timmons (editor) and Summer Washington (Co-Chair). Margaret Kelly was excused.
- II. **Spring Schedule:** The team has agreed to reserve time in their schedule next quarter every Tuesday and Thursday from 9:00 a.m. until 12:00 p.m. to work on the QEP. The weekly meetings will be each Tuesday at 9:00 a.m. and Thursday will be used as needed. Margaret is unable to create this time slot in her Spring schedule and this is being reviewed for options.
- III. **QEP Suggestion Box:** The suggestion box is now on the QEP website and everyone approved. The suggestion box form was created using WuFoo and the results can be exported in to an Excel file. A demonstration of WuFoo was given to the team and sample entries were made. The suggestion box will be open and available for at least one month. Dennis stated that a survey needed to be created for advisory board members to complete. Dennis will compose a formal message to the advisory boards explaining the QEP and we will discuss the survey at the next meeting.
- IV. **QEP Marketing:** Jessica designed a QEP logo and informational poster that everyone approved and this will be used for QEP marketing. Marketing will begin with the planning team. Posters will be hung on our classroom doors and office doors and we will begin wearing QEP buttons. If asked about the QEP, we will give a button to the person and ask them to wear it. QEP teaser posters and informational posters will be hung in various locations throughout the school to educate everyone on the QEP. The QEP logo will be printed on to stickers and placed on small candy bars that will be given away to people inquiring about the QEP. The QEP logo will be placed on the main ANGEL page and on the school's main web page for all to see and it will link them to the suggestion box. An email will be sent to all staff and faculty to introduce the QEP and link to the suggestion box.
- V. **New items:** A QEP scrapbook team will be created to document the QEP process from beginning to end. The scrapbook will demonstrate our broad-based involvement through photos. Jessica will develop a scrapbook team and begin this process.
- VI. **Review Action Items:** Commitments made during this meeting that will require further action are:
 - a. Purchase candy bars – Summer Washington
 - b. Purchase button maker & supplies – Jessica Barfield
 - c. Put QEP link on website and on ANGEL – Summer Washington
 - d. Create email for faculty & staff – Team
 - e. Order posters – Summer Washington

- f. Create scrapbook committee – Jessica Barfield
- g. Formulate message to advisory committees – Dennis Lee
- VII. **Next Meeting:** The next meeting will be held on Tuesday, February 2, 2010 at 9:00 a.m.
- VIII. **Adjournment:** With no further business, the meeting was adjourned at 5:00 p.m.



Summer Washington