

**QEP Leadership Team
Minutes
October 21, 2013**

Members Present:

Debby McClellan, Chair, Student Affairs

Sharon Beasley, Faculty

Karen Smith, Faculty

Ashley Faubion, Student Affairs

Michael Burgess, Administrative Services

Guest:

Dr. Gina Mounfield, Interim President, Vice-President for Academic Affairs

I. Discussion with Dr. Mounfield

Dr. Mounfield made herself available to the Leadership Team to answer any questions, provide clarification on the work of the Team, and the interaction of the Leadership Team with the Steering Committee, Assessment Team, Implementation Team and the SACS Faculty Liaison. She re-iterated the College's support of the QEP process.

II. Discussion Regarding QEP Assessment Plan

A. In reviewing the QEP Assessment Plan that has been submitted, it was noted that the plan, while extensive, does not explicitly articulate a plan to measure institutional rates of retention, progression, and completion - key goals of the QEP.

Action – The Leadership Team will contact the IR department and ask that the Assessment Plan be modified to include institutional retention, progression and completion rates. Once IR and the Assessment Team make necessary revisions, the revised Assessment Plan will be sent to the Steering Committee for review/approval.

B. Part of the Assessment Plan involves use of supplemental questions to be included in the CCSSE survey to be administered on an annual basis. The Assessment Team, in collaboration with the Director of Research, developed and submitted for review by the Team, 15 supplemental questions to be used to specifically provided student feedback regarding Implementation Actions 1a, 1b and 5e, as well as general or baseline data on student's use of the college's advising process.

Action – Sharon will make the suggested revisions and re-send to Team members. The final version of the questions will then be sent to IR.

III. Meeting Schedule for Leadership Team

Members opted to meet on the first Tuesday of each month at 9 a.m. with the next meeting to be held on Tuesday, November 5, 2013/

Action – Debby will ask Linda McGarvey to send out meeting appointments to member's Outlook calendars.

Meeting Adjourned

Minutes Submitted by Debby McClellan