

QEP Leadership Team

June 3, 2014

Minutes

1. Assessment Committee Status Report – Sharon/All-Has most of the data but still waiting for Leigh, data that is providing evidence. Committee is answering research questions that leads to an analysis of the data. Recommends an annual review of the data, and making adjustments where needed in the Assessment and Implementation Plan.
The assessment committee will continue to assess the status of the assessment plan on an annual basis. Debby will review various deadline dates for data collection and will develop a timeline for due dates. Sharon will confer with the Leadership Team prior to beginning the assessment update to determine any changes that have been made to use action plans .The Assessment committee will meet June 23 and the data collection should be completed by July. The final report will then be submitted to the Leadership Team.
2. Review Draft *Admissions to Advisement Roadmap* template –
Revisions will include:
 - Adding program restrictions, estimated completion time based on full time enrollment
 - Add admission requirements (high school diploma, associate’s degree etc.) physical and or mental assessments required. Some areas require special skills and ability.
 - List potential employment opportunities,
 - Add any restrictive times when courses are offered (only on-line, only at night).
 - Add sequenced curriculum profile.
 - Add additional expenses that may be required (software, computer requirements)
 - Ashley will revise her sample template with the additions above.
 - Debby will discuss formatting with Leigh.
3. Updates on all Institutional Outcomes – QEP Liaisons-deferred to next meeting due to lack of time.
4. Review of actions needed to wrap up the Pilot Year Activities – All-discussions will take place through e-mails.

Submitted by,

Linda McGarvey