

## QEP Leadership Team

July 15, 2014

### Agenda

Attendance: Debby McClellan, Karen Smith, Ashley Faubion, Michael Burgess

1. Review of the *Admissions to Advisement Roadmap* Template – All  
The committee approved of the template samples with a suggestion to add some of the 9 Steps to Admission that are relevant to the template. (Debby will identify these.) It will then be sent to VP Weber and VP Mounfield for approval. After that a true template will be created using the Criminal Justice program as the first roadmap.
2. Review of draft Program Evaluation Guide – All  
A copy of the draft “Guide to Using a Program Evaluation” was distributed. Members were asked to review and provide any feedback to Debby. When the Guide is complete, the Team will need to identify the ways in which the Guide will be used. IT will create a virtual tutorial of the Guide for placement on WebAdvisor
3. Discussion regarding Implementation Action Item 3b: “Define the framework for a professional development plan for faculty related to student success” - Debby  
This is part of the outcomes related to the retention plan. Provide professional development for faculty relating to retention to help faculty understand issues related to retention and to have an understanding of the resources available on campus for students. This activity would involve all faculty including adjuncts. It is proposed that the QEP Professional Development workgroup be re-activated to spearhead this initiative. The idea is that the group would develop a calendar with planned activities throughout the year, beginning in the Spring 2015 semester.  
Current committee members are Rhonda Cole, Rod Adams and Jim Daniels. Additional members will be recruited.  
Next step: arrange a meeting with QEP Leadership Team and Professional Development Workgroup.
4. Academic Advising Council Proposal – (Attached) Debby  
This group would oversee academic advising, professional development, and establish advising procedures.  
The Leadership Committee approved the establishment of the council. One suggestion is to have the current members of the QEP Implementation Committee serve as the initial members of the AAC. It is recommended that membership be initially staggered with some members serving one year and some serving two so that the Council membership does not

completely turn over every two years. Additional members may need to be recruited as well. The next step will be to meet with VP's Mounfield & Weber and the Division Deans.

5. Review of Implementation Actions up for implementation in Year One (2014-15) and timelines – (Attached) All  
A chart showing the major action items scheduled for implementation in 2014-15 was distributed. This will serve as a tool for Liaisons to track what needs to be accomplished and by what time.

Meeting Schedule Update - With the scope of initiatives to be completed in Year One, the committee agreed to hold meetings every 2 weeks.