

## **Organizing meeting for QEP – Friday, August 24, 1:30 p.m.**

Office of Institutional Effectiveness

Present: Margaret Dixon, Cynthia W. Roberson, and Glynda J. Duncan

### **Minutes of meeting: Timeline & Prelims in QEP**

SACS annual meeting Dec. 2 in Dallas, Texas. Make arrangements

Budget: unofficial \$8,000 for QEP chair

\$5,000 for chair (\$5,000 could be raised to \$6,000)

\$3,000 for training

Currently unofficial budget – **Mrs. Dixon will check with Mrs. McNeal**

A copy of budget is needed for planning purposes.

Need to get committee set and approved by Dr. Towner and Dr. Brown

Co-chair – Ms. Duncan, Mrs. Dixon and Mrs. Roberson agreed that Tony Brooks from Allied Health would be an excellent choice. He has successfully gone through a recent reaffirmation and is knowledgeable in the terminology used to write in QEP style. We thought that Mr. Brooks and Ms. Duncan would work well together.

Also, Tolernisa Butler would be a good fit to bring in help from Career Tech. Perhaps she could serve as secretary working closely with chair and co-chair to expedite work.

### **Mrs. Dixon and Mrs. Roberson want to check with their superiors first before asking them to work on the QEP.**

Ms. Duncan wanted an “official letter” sent to prospective committee members after president’s approval noting that President Towner requests that these people serve on this committee. Tentative meeting date Sept. 12. Margaret has copies of letters that will be sent to Ms. Duncan for approval and editing as needed.

During Sept 12 QEP meeting, the main agenda will include convenient meeting dates and times for committee, planning a schedule in which to work, and discussing short list of topics as focus points for the QEP.

Mrs. Dixon and Mrs. Roberson suggested “Coaching and Advising” as a topic and will send Ms. Duncan a draft of the MDCC QEP plan written by Rosemary Dill (Lamb) “Advising: Go with the Flow.”

Mrs. Dixon suggested that Ms. Duncan look on SACSCOC.org for topic ideas. She also suggested that Ms. Duncan read through sample QEPs found on the web.

After suggesting committee members to serve, at least two from each discipline and area, other members were suggested pending approval of Dr. Towner and Dr. Brown. . Ms. Dixon offered to retype committee suggestions and email Dr. Towner and Dr. Brown for approval. When she receives approval from both, she will type up any changes or additions and email to Ms. Duncan and letters will be sent for Sept. 12 meeting.

After Ms. Duncan received contact numbers for Mrs. Dixon, 4670, and Mrs. Roberson,

4201, the meeting was adjourned at 3:35 p.m.