QEP Steering Committee Meeting Minutes – July 11, 2017

Members present: Sarah Roberts, Jessica Rabb, Bryan Thomas, Julie Williams, Carol Martin-Osorio, Marla Perry, Harlan Pease, Scott McRoberts, Ted Washington

Members absent: Flora Setayesh, Jennifer Paulk, Danielle Swartz-Koufman, Shelley Gross-Gray, Emily Bush

Meeting began at 2:00

* The proposed updates to the pre-post NSCC 1010 exam to address data point 1 for SLO 3 were discussed. Final changes were made. Sarah will make changes and send to all and Julie will begin building the exam in D2L.
* Scott received approval to print posters and bookmarks. Marian McNeil will work to get quotes from the printer.
* Webpage sections drafts were discussed. Some changes were agreed upon. Harlan will make the changes and then send the document to Sarah, who will field comments before the content goes to the server.
* Testimonial assignments for the website were made:
	+ NSO – Carol
	+ NSCC 1010 – Jessica and Marla
	+ Academic Advising – Julie
	+ Career Advising – Sarah
	+ Reflection – Harlan
* Sarah will get the required release form from Ellen Zink and send it to those getting student testimonials.
* Ted will test the survey for the second and third data point for several SLO’s in the D2L sections of 4 classes this summer. The intent is to ensure that the system of data collection works, not to actually get data.
* Sarah is working on the narrative and sub-committees to create QEP training for August will be formed next week.
* Next meeting will take place on Tuesday, July 18th.

Meeting ended at 3:10

Minutes prepared by Sarah Roberts