QEP Steering Committee Meeting Minutes – March 24, 2017

Members present: Sarah Roberts, Danielle Swartz-Koufman, Carol Martin-Osorio, Ted Washington, Marla Perry, Jessica Rabb, Jennifer Paulk, Bryan Thomas

Members absent: Scott McRoberts, Shelley Gross-Gray, Paul Hayslip, Julie Williams, Harlan Pease, Clinton Stephens, Flora Setayesh

Meeting began at 12:35

* Committee discussed slogan ideas; “on your mark” was settled on in the meeting
* Marketing plan was discussed and ideas were gathered
* Committee agreed that the QEP logo and the short promotional video should be designed through student contests; Sarah is meeting with the Foundation on Monday and will request prizes to provide to students who create the winning logo and video
* Budget draft 2 was amended to increase professional development funding and then approved; Sarah will present the budget to Dr. Van Allen for review
* Bryan Thomas presented a document he and Shelley created about ePortfolio, which will be discussed in more detail once we move to assessment building for student learning outcomes
* Student learning outcomes 1-3 were accepted as the committee and discussions on 4 and 5 focused on clarifying outcomes so that they will be assessable
* Goal is to solidify student learning outcomes and begin creating assessment plan next meeting

Meeting ended at 1:45

Minutes prepared by Sarah Roberts