QEP Steering Committee Meeting Minutes – May 16, 2017

Members present: Sarah Roberts, Jessica Rabb, Bryan Thomas, Ted Washington, Julie Williams, Carol Martin-Osorio, Shelley Gross-Gray, Marla Perry

Members absent: Flora Setayesh, Jennifer Paulk, Danielle Swartz-Koufman, , Paul Hayslip (graduated!), Clinton Stephens (graduated!), Harlan Pease, Scott McRoberts

Meeting began at 2:00

* Committee made final corrections to a draft of a tri-fold brochure to describe QEP to new students at NSO events.
* The following assignment assessments were finalized:
	+ SLO 1 – personalized advising plan assignment; rubric
	+ SLO 2 – writing assignment; rubric
	+ SLO 4 – assignment; rubric – Sarah
* Three assessments will be run in NSCC 1010 this summer
* Ted and Sarah will work on data collection spreadsheet for all three assessments
* Draft assessment data points two and three for SLO 3 – CCESSE type survey were discussed
* This survey will be piloted at the end of the summer term to work out any bugs in the data collection process
* Next meeting will take place on Tuesday, May 30th.

Meeting ended at 3:00

Minutes prepared by Sarah Roberts