QEP Steering Committee Meeting Minutes – May 30, 2017

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

Members absent: Flora Setayesh, Jennifer Paulk, Danielle Swartz-Koufman

Meeting began at 2:00

* Sarah announced that Heather Rigsby (new student representative) had to remove herself from the committee due to scheduling conflicts and likelihood of a relocation. New students are needed to serve on the committee.
* The following assignment assessments were finalized:
	+ SLO 3, data points 2/3 in survey form
	+ SLO 5, data points 1, and 2/3 (approved pending final draft)
* SLO 5 data points 1 and 2 will be piloted this summer and the survey for SLO will be piloted to assure that the data collection process is working.
* The following marketing assignments were made:
	+ Emily and Shelley will begin building a dedicated website for the QEP
	+ Scott will work on poster designs of various sizes, a bookmark, and a magnet calendar
* The following assignments were made for the remaining SLO assessments:
	+ Sarah and Ted will work on adding questions to the survey to collect follow up data on SLOs 2 and 4
	+ Julie and Ted will work with Lance to determine the best way to capture the SLO 1 data to track for data points 2 and 3
	+ Carol and Emily will work on writing new questions to add to the NSCC 1010 pre-post test for data point 1 for SLO 3.
	+ Bryan will work with faculty to determine the appropriate 2nd term classes by major for survey administration to address data point 3 for SLO 2, 3, and 4.
* Committee determined that faculty and staff training should take place prior to the beginning of the fall term. Faculty training will include sample packets for rubric assignment grading.
* Next meeting will take place on Tuesday, June 13th.

Meeting ended at 3:00

Minutes prepared by Sarah Roberts