QEP Steering Committee Meeting Minutes – May 5, 2017

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

Members absent: Flora Setayesh, Jennifer Paulk, Danielle Swartz-Koufman, Marla Perry, Paul Hayslip, Shelley Gross-Gray

Meeting began at 12:30

* Committee discussed the first draft of a tri-fold brochure to describe QEP to new students at NSO events. Sarah and Julie will meet on Monday the 8th to make suggested changes and email will be sent to committee with draft 2.
* The following assignment assessment first drafts were discussed:
	+ SLO 1 – personalized advising plan assignment; rubric - Julie
	+ SLO 2 – writing assignment; rubric – Jessica
	+ SLO 3 – CCESSE type survey – Ted
	+ SLO 4 – assignment; rubric – Sarah
	+ SLO 5 – pre-post writing assignment ENGL 1010; rubric – Harlan
* Draft assessments will be updated and disseminated via email
* Meeting times will move from Friday over the summer.
* There will only be email traffic the week of graduation and in face meetings will resume the week of May 15
* Meeting time will be determined based on teaching schedules of faculty committee members.

Meeting ended at 1:30

Minutes prepared by Sarah Roberts