

## Minutes

### QEP Implementation Team Meeting

S-250 B

February 9, 2012, 1:00-2:00 p.m.

Eileen DeLuca	<b><i>Present</i></b>	Myra Walters	<b><i>Present</i></b>
Kathy Clark	<b><i>Present</i></b>	Kevin Coughlin	<b><i>Absent</i></b>
Tom Rath	<b><i>Present</i></b>	Pat Newell	<b><i>Present</i></b>

1. Eileen shared Erin's report from meeting with Dr. Goldstein. He suggested that our response to the SACS COC recommendations should include a revised QEP document and a separate narrative containing a response to each recommendation.
2. Eileen and Myra gave an update on the rubric standardization session scheduled for March 3. A number of SLS 1515 faculty from across the campuses have volunteered to participate. Faculty will be paid a \$250.00 stipend. Faculty are gathering artifacts and sending to Amanda Romero. The College Prep staff will redact names and prepare copies.
3. Tom Rath shared a draft of the catalog statement regarding SLS 1515 as a college requirement. The group suggested aligning the verbiage with the course description in the syllabus. Pat suggested clarifying "students" as "first time in college, degree-seeking students" where applicable. Pat will look for and share the FTIC language from the registration COP. Tom will revise, send to group, upload into the drop box and send it to Billee Silva for review.
4. Eileen and Myra provided an update on the FYE Coordinator position search. A second tier interview was conducted. Eileen and Myra will provide an update about whether a final candidate will be chosen, or if the search will continue.
5. Myra shared an update about the extracurricular events she coordinated:
  - Feb. 9: Red Tails, 4:30pm at the Bell Tower Theater.
  - Feb. 18 & 22: The Pursuit of Happiness Film
  - March 2: ECHO field trip, 10:30-1:00
6. The team discussed the summer schedule. With a review of enrollment, summer sections will need to be assigned within the next couple of weeks.

Minutes submitted by Eileen DeLuca