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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**February 10, 2020**

**2:00 p.m. – Leesburg Campus, SS bldg. Room #210 (SL SH-146)**

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| **TOPIC** |  **DISCUSSION** |
| **Members present for LSSC** | Jasmine Simmons (chair) (scribe), Jeremy Norton (chair), Katie Sacco, Dr. Amanda Brandt, Nancie Bourne, Dr. Minerva Haugabrooks, Christopher Sargent  |
| **Guest(s)** | Marketing Committee: Gabrielle Longley & Francita Williams  |
| **Welcome/Call to Order** | * Jeremy Norton called the meeting to order at 2:00 p.m. A motion was made to approved minutes from the January 29, 2020 meeting. Motion carried.
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| **Administrative Updates** | No updates given |
| **Updates:** | **News/Updates*** Members were assigned writing sections based during February 10, 2020 meeting. These sections are on the QEP table of contents provided in QEP template. This document was emailed to members on February 13, 2020

**Marketing Committee Updates*** SL likes lightbulb logo, LE does not. - Logo deadline before April - Jasmine will send out list of deadlines for Marketing
* SGA meeting – Student ambassador program with QEP. Jasmine has two students already signed up to participate
* Focus groups in March? Students, faculty, and staff - will Sumter Center be involved? – Nancie asking for information to forward to students to get interest in Ambassador role

**Writing Updates*** *Rubric-* 5 Learning Outcomes (Jeremy showed rubric on display containing 4 levels of achievement, a work in progress). Multiple rubrics will be provided for feedback in Teams soon
* *Goals & Outcomes-* Nothing to report at this time. Christine and Minerva need to evaluate documents first
* *Library Intervention Model Feedback* - QEP Information Literacy PPT slideshow in Canvas - 5 steps to enhance your information literacy skills
	+ Dr. Wymer stopped in to say hi and to help if needed.
	+ Library assistance already exists, but LIM goes further by making the librarian a background “TA” in a course. Concept of “personal librarian”. - Strategies to improve best-practices and process consistently.
* *Writing Plan* - QEP template presented by Jeremy - Executive Summary due March 2020

**Conference Planning Updates – Dr. Amanda Brandt & Nancie Bourne*** Katie suggested Keynote speaker ideas to workgroup- need to approach candidates ASAP to arrange for travel, etc.
* Example to look at: PIL (Project Information Literacy)
* Faculty duty days in August 2020 (First day and a half for mini-conference, last day SLO work) August 19-21?
* Katie and Jeremy presented keynote speaker budget / other event-related items
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| **Other Business** | * The next meeting date is February 24, 2020 and calendar invite sent out to all participants. Also in QEP Canvas shell.
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| **Adjournment** | * Meeting adjourned at 3:30 pm.
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