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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**October 1, 2020**

**1:00 p.m. – Zoom Meeting**

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| **TOPIC** |  **DISCUSSION** |
| **Members present for LSSC** | Jasmine Simmons (chair) (scribe), Jeremy Norton (chair), Katie Sacco, Dr. Michael Vitale, Danielle Bowen, Dr. Amanda Brandt, Dr. Minerva Haugabrooks, Christopher Sargent, Nancie Bourne, Gabrielle Longley, Amanda Anduza, Christine Ramos |
| **Guest(s)** | Dr. Douglas Wymer |
| **Welcome/Call to Order** | Jeremy Norton called the meeting to order at 1:00 p.m.  |
| **Updates** | * Module 1 of IL Training, in Canvas, is completed (will modify). There are 4 modules- each QEP Learning Outcomes will have a module that includes different types of resources, information and will include a short assessment. Additional module will be created for assignment redesign.
* **IL Training will be:**
* *Asynchronous*- for CILI
* *Synchronous-* for ILA. *Idea*: to host live via Zoom and utilize breakout rooms for faculty to work together on redesigning assignments, then come back in group to discuss and offer feedback.
* **Committee Feedback on IL training:** if multiple attempts then pass with higher than 80%; learning new concepts so keep passing rate at 80% with several attempts.
* Chris S., Dr. Haugabrooks & Amanda A volunteered to work on creating a certificate template for “Certified Information Literacy Instructors”- Template designs were shown to committee and template by Amanda A. was voted to be the design the committee liked best. Jeremy will send feedback on content for certificate to Amanda A.
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| **Pilots and Assessment Updates** | * Assessment Team currently working on assessment piece and collecting artifacts from summer/ fall 2020 pilot. The results will be scrubbed of all student identifying information – they would be graphs and averages as with the rest of our SLO assessment data.
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| **SACSCOC Updates** | * Dr. Wymer sent out emails and calendar invites for SACSCOC visit. If this creates a conflict, please reach out to your supervisor, who will reach out to Dr. Wymer.
* SACSCOC visit:
	+ *Tuesday October 27* from 9:15 am-10:15 am and the other will be *Wednesday October 28* from 9:00 am -10:45 am. On Tuesday you will give a presentation to the visiting team about the QEP and you will field some general questions. **The Wednesday meeting is split into two segments, the first from 9:00-9:45 is focused on the Focus and Assessment of the QEP, the second from 10:00-10:45 is focused on Institutional Capacity and Campus Involvement.**
	+ *Exit conference*- Dr. Wymer, Katie, Jeremy and Jasmine will attend- SACSCOC will zero in on areas of QEP that may be weak
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| **Conference Planning Updates** | * All speakers confirmed for conference- schedule of events has been created.
* **Dr. Wymer suggests telling Cabinet so they know the days- send out reminder.**
* **Finalize and send out conference schedule by mid-October 2020.**
* Will offer practice speaking day on Jan. 4, 2020.
* **Conference date: Jan. 6, 2020- starts at 8:15am.**
* Will set up Zoom link to book in.
* During Closing remarks- present ILAs/ data from pilot.
* Have certificates for speakers.
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| **Marketing Updates** | * FAQ developed by our Student Ambassadors. Will be posted on QEP website to not only help students, but faculty & staff gain a better understanding of the QEP project.
* Katie sent out email with list of promotional items purchased- Wymer suggested to send Lead evaluator an extra jacket (there are 15 extras).
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| **Other Business** | * The next meeting date is October 15, 2020. This meeting has been scheduled to prepare presentation for BOT & SACSCOC visit.
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| **Adjournment** | * Meeting adjourned at 2:25 pm.
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