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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**October 2, 2019**

**3:00 p.m. – Canvas Conference (Online)**

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| **TOPIC** |  **DISCUSSION** |
| **Members present for LSSC** | Jasmine Simmons (chair) (scribe), Jacklyn Pierce (chair), Dr. Minerva Haugabrooks, Toni Upchurch |
| **Guest(s)** | None |
| **Welcome/Call to Order** | * Jasmine Simmons called the meeting to order at 3:00 p.m. A motion was made to approved minutes from the August 14, 2019 meeting. Motion carried.
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| **Administrative Updates** | No updates given |
| **Updates:** | **News/Updates*** Workgroups assigned: All members will participate in the 4 workgroups
	+ Proof-read & Writing- each member will write and proofread # of page(s) for QEP
	+ Marketing/Outreach: If members have ideas for marketing, let Co-directors know. In your department meetings- always mention the QEP; keep your department up to date. Remember, everyone should know about the QEP!
	+ Data Collection: Assessment tools used in classroom; if needed specific data from certain depts. which could be useful to QEP.
* Set more regular meetings- think about creating a day/time for all members to attend monthly, etc.
* If committee members would like to post materials in canvas but don’t know where to put info. ask Jackie or Jasmine or look in “Discussions” tab to see where the info. would best fit

**QEP Deadlines*** 1st draft submitted to Katie by Oct. 10th, 2019
* Review draft in canvas/email and submit your revisions/add-ons, etc.

**Brainstorming Session*** Finalize Mission Statement for QEP
* Discussion of QEP Acronym (based on current logo): Literacy, Information, Fundamentals, Teaching (LIFT LSSC)

**Look out for & review** * + Review [Understanding the Association of College and Research Libraries (ACRL)](https://lssc.instructure.com/courses/5200/pages/understanding-the-association-of-college-and-research-libraries-acrl), listed on “Pages”, under “quick links” in canvas

**Activity*** Select 1 class assignment to email to Jasmine before or by the end of Fall 2019 semester
* Collecting stats: what assessment tools (in & outside of the classroom) do you and your colleagues use (to assess student learning)?
* Continue to post in canvas some (past & current) readings we can add to our literature review list
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| **Other Business** | * For the next meeting: The next meeting date is November 1, 2019 and calendar invite sent out to all participants. Also in QEP Canvas shell.
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| **Adjournment** | * Meeting adjourned at 4:00 pm.
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