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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**November 1, 2019**

**2:00 p.m. – Leesburg Campus, SS bldg. Room #210 (SL-2-327, V-TEL)**

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| **TOPIC** | **DISCUSSION** |
| **Members present for LSSC** | Jasmine Simmons (chair) (scribe), Jacklyn Pierce (chair), Katie Sacco, Dr. Douglas Wymer, Toni Upchurch, Katrina Bennett, Christine Ramos |
| **Guest(s)** | Joan Thurman, Steve Clark, Elizabeth Terranova |
| **Welcome/Call to Order** | * Jasmine Simmons called the meeting to order at 2:00 p.m. A motion was made to approved minutes from the October 2, 2019 meeting. Motion carried. |
| **Administrative Updates** | No updates given |
| **Updates:** | **News/Updates**   * Writing sections assigned   + Literature Review: Christine R. & Librarians   + Resource List   + Faculty Development Plan & Assessment Rubric: Jasmine S., Katie S. & Librarians   + Marketing Plan: Jasmine S. & Kevin Yurasek   + Staff Development Plan: Katrina B.   + Executive Plan: Dr. Douglas Wymer & Elizabeth Terranova   **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   **Look out for & review**   * Review helpful documents listed on “Pages”, under “quick links” in canvas   **Activity**   * Continue to post in canvas some (past & current) readings we can add to our literature review list |
| **Other Business** | * For the next meeting: SAVE THE DATE: Team writing session on December 5, 2019 from 12:00pm-4:30pm at LE Blg. M, Conference Room 119. o Food will be provided. Let Joan Thurman now ahead of time if you have any dietary restrictions. The next meeting date is December 5, 2019 and calendar invite sent out to all participants. Also in QEP Canvas shell. |
| **Adjournment** | * Meeting adjourned at 3:00 pm. |