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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**January 13, 2020**

**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), Jeremy Norton (chair), Katie Sacco, Dr. Douglas Wymer, Toni Upchurch, Christine Ramos, Dr. Minerva Haugabrooks  *New Members*: Dr. Mark Thompson, Dr. Amanda Brandt, Danielle Bowen, Nancie Bourne, Christopher Sargent |
| **Guest(s)** | Gabrielle Longley (lead for QEP Marketing Committee) |
| **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 December 5, 2020 meeting. Motion carried. |
| **Administrative Updates** | No updates given |
| **Updates:** | **News/Updates**   * Reaffirmation and Accreditation due in February, though our part 7.2 not due until June. (Next year is year zero and the following year is year 1). This group will serve as an advisory committee to assist with implementation of the plan. We can always expand upon the plans that are submitted in June   **Writing Updates**   * Writing sections assigned   + Sections A and C: Nora R. & Katie S.   + Review QEP proposal in Teams; send edits/comments to Katie Sacco * We will continue to work on sub-groups to support our goals * Materials provided and needed: Ideas from across the college, as we put together multiple measures, we might each have specific goal areas a.   + At this point: Focused on IL and student learning outcomes and a Library Intervention Model and we hope to take this to every area of the college.   + Dr. Thompson suggested that we consider the outcomes: Information Fluency and Analytical Thinking   + Organize writing and editing team   + Professional Development for those who are willing to teach IL   + Assessment team will be needed (not this group) * English will not be the central focus as we move IL into other discipline areas. We hope that this will impact student learning in all areas of the college. * Campus wide cultural change for the college: understanding, locating, and evaluating resources * Faculty and staff will be included in the plan. Professional Development will be provided for both faculty and staff   **Marketing Updates**   * Discussion of QEP logo ideas & potential slogan   **Discussion of Assessment**   * Create assessment team & establish assessment tools   **Look out for & review**   * Review of the [Reviewing The Quality Enhancement Plan An Evaluative Framework Note To The Evaluator](https://sacscoc.org/pdf/Quality%20Enhancement%20Plan%20Framework.pdf) which are the five components of QEP review framework |
| **Other Business** | * For the next meeting: New members will be added to the Canvas and Microsoft Teams so you can get a better understanding of the goals, examples of successful programs, and the start of the QEP written proposal. The next meeting date is January 29, 2020 and calendar invite sent out to all participants. Also in QEP Canvas shell. |
| **Adjournment** | * Meeting adjourned at 3:20 pm. |