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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**November 5, 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, Dr. Mark Thompson, Christopher Sargent, Nancie Bourne, Gabrielle Longley, Amanda Anduza, Christine Ramos |
| **Guest(s)** | Elizabeth Terranova, Karen Hogans |
| **Welcome/Call to Order** | Jasmine Simmons called the meeting to order at 1:00 p.m. |
| **Updates** | * Dr. Vitale spoke about having a weekly QEP status meeting with the Deans Council- we can come in and speak about where we are, if we have issues, etc. * Modules for CILI training still in developing stages. Goal is to have completed by end of fall 2020 semester. Dr. Brandt & Upchurch will be one of the first to “test” training. * Steering Committee suggested that all faculty & staff can take the CILI training but do not have to submit an assignment- only a selected few will do so for purposes of the QEP project. |
| **Pilots and Assessment Updates** | * Assessment completed from Summer 2020 pilot. We have marked improvements on three of the four competencies with citation remaining an issue. It is a small test of our rubric and process, and the reviewers (Ana, Jasmine, and Jeremy). |
| **SACSCOC Updates** | * Discussed recommendations from SACSCOC visit. Unofficial document has been uploaded to the QEP Canvas homepage. * Official document will be sent in two weeks. |
| **Conference Planning Updates** | * Final agenda coming together. * In process of adding registration to website. * Conference extended to Directors at other institutions and library organizations listserv. |
| **Marketing Updates** | * Brief overview of the QEP Steering Committee Intranet. We can add updates and news for college to view. * Adding additional documents such as meeting minutes to the QEP website. * Creating a contest for students—QEP swag giveaway. |
| **Other Business** | * The next meeting date is December 3, 2020. |
| **Adjournment** | * Meeting adjourned at 2:10 pm. |