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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**December 5, 2019**

**12:00 p.m. – Leesburg Building M, Conference Room 119**

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| **TOPIC** |  **DISCUSSION** |
| **Members present for LSSC** | Jasmine Simmons (chair) (scribe), Jeremy Norton (chair), Katie Sacco, Dr. Douglas Wymer, Toni Upchurch, Katrina Bennett, Christine Ramos |
| **Guest(s)** | Gabrielle Longley, Nora Rackley |
| **Welcome/Call to Order** | * Jasmine Simmons called the meeting to order at 12:00 p.m. A motion was made to approved minutes from the November 1, 2019 meeting. Motion carried.
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| **Administrative Updates** | No updates given |
| **Updates:** | **News/Updates*** Jeremy Norton replaces Jacklyn Pierce as Co-Director
* Amanda Kirchner no longer on Steering Committee
* Introduced Gabrielle Longley to Steering Committee. She will help execute all QEP marketing plans
* Writing updates presented & edited- from Writing sections assigned during last meeting
	+ Literature Review: presented; Nora Rackley scribed the literature review that will be used in QEP document
	+ Resource List: no update
	+ Faculty Development Plan & Assessment Rubric: presented
	+ Marketing Plan: presented
	+ Staff Development Plan: presented
	+ Executive Plan: no update
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| **Other Business** | * For the next meeting: The next meeting date is January 13, 2020 and calendar invite sent out to all participants. Also in QEP Canvas shell.
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| **Adjournment** | * Meeting adjourned at 4:30 pm.
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