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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. |
| **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 |
| **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. |
| **Adjournment** | * Meeting adjourned at 4:30 pm. |