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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**January 29, 2020**

**3:30 p.m. – Leesburg Campus, SS bldg. Room #205 (SL-2-327, V-TEL)**

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| **TOPIC** | **DISCUSSION** |
| **Members present for LSSC** | Jasmine Simmons (chair) (scribe), Jeremy Norton (chair), Toni Upchurch, Christine Ramos, Dr. Minerva Haugabrooks, Katrina Bennett, Dr. Mark Thompson, Danielle Bowen, Dr. Amanda Brandt, Nancie Bourne, Christopher Sargent |
| **Guest(s)** | Victoria Perez (LE campus) |
| **Welcome/Call to Order** | * Jeremy Norton called the meeting to order at 3:30 p.m. A motion was made to approved minutes from the January 13, 2020 meeting. Motion carried. |
| **Administrative Updates** | * Katie and Nora working on 7.2 Compliance Report to submit by February 14, 2020 |
| **Updates:** | **News/Updates**   * Host Information Literacy (IL) Summit in August 2020   + Dr. Amanda Brandt & Nancie B. will serve on Planning Committee * Updated QEP timeline is available in Canvas & members should have received calendar invites for all spring 2020 meetings * Canvas shell includes timeline, agendas/minutes, discussion board, literature review, (committee review) QEP template, full document, and current draft, and a PowerPoint presentation that provides succinct information what is QEP, our goals, and how we will implement the plan. Committee is welcome to offer feedback. * Danielle B. shared that we could include materials in Canvas Commons in one place where it is automatically available.   **Writing Updates**   * Need to specify exact dates for QEP timeline * Writing sections assigned   + Budget: Dr. Douglas Wymer, Jeremy N., Jasmine S. & Katie S.   + Rubric: Jeremy N., Dr. Mark Thompson, Danielle Bowen   + Goals & objectives: Dr. Minerva Haugabrooks & Christine R.   **Marketing Updates**   * Logo feedback and update presented   **Discussion of Assessment**   * Create assessment team & establish assessment tools   **Committee Feedback**   * *Logo:* Building “LSSC Information Literacy” into the arrows. We will ask for a small select group (SGA, Librarians, E-learning, select staff members) to serve as a focus group to look at some of our logos. We can also use the focus group to offer feedback on IL and QEP, in general. We’d like to have the logo completed by the end of spring 2020 to allow time to create marketing materials. * *Rubric:* Mark Thompson / Danielle Bowen, rubric is detailed and specific, greatly improves interrater reliability. Suggestions: shorten the bullets, more succinct, reads easily, percentage to quantify (student cites sources properly more than/less than half the time; out of 8 sources presented student provided 5 sources correctly). * *Budget*: Travel, training, conferences, ambassadors, supplies (food, additional supplies), instructional supplies, mini-conference, external speakers. Questions additional conferences and trainings needed. Resources for students (student ambassadors, swag, printed materials). Student outreach. * *Goals and Objectives*: Considering what needs to go into the document, “goals and objectives,” more brainstorming to come. Danielle, Minerva, Chris will work on that |
| **Other Business** | * For the next meeting: The next meeting date is February 10, 2020 and calendar invite sent out to all participants. Also in QEP Canvas shell. |
| **Adjournment** | * Meeting adjourned at 5:00 pm. |