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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**February 24, 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), Jeremy Norton (chair), Katie Sacco, Dr. Mark Thompson, Dr. Amanda Brandt, Nancie Bourne, Dr. Minerva Haugabrooks, Toni Upchurch (scribe), Christine Ramos, Danielle Bowen, Katrina Bennett |
| **Guest(s)** | Marketing Committee: Gabrielle Longley & Francita Williams |
| **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 February 10, 2020 meeting. Motion carried. |
| **Administrative Updates** | No updates given |
| **Updates:** | **Marketing Committee Updates**   * Final logo due Monday, March 23,2020 * Francita shared 3rd round of logo concepts. She shared that she aimed for a more * modern design idea * Suggestions/Feedback about logos   + Need a graphic that entails what we want students to do   + Incorporate some symbolism related to IT   + Logo needs to have meaning without the words   + SL suggested that the lightbulb is the best, “getting Lit” or “info. Lit” for a more fun meaning. LE likes the book   + Keep simple, and make sure it’s useful and beneficial   + Consider how this will print on our “swag” and merchandise such as t-shirts, water bottles, and hats   + Advisory Team will need to vote and decide on one logo design * Gabrielle suggested that we can build a brand for IL through a design that includes “Information Literacy.” * The website update will be completing by April 5th. * Student ambassadors (currently from SGA exclusively, we hope to include students beyond this) will not be a part of the focus group. We will reach out to the college to develop a focus group.   **Conference Planning Updates – Dr. Amanda Brandt & Nancie Bourne**   * Working on “call for proposals” for Information Literacy Conference o Advisory Team review by Thursday * Will be working with Marketing Dept. * Have prospective locations and keynote speaker considered and break out session will be discussed moving forward. Round tabling and panel discussion is also a consideration. Open topic forums were also considered   **Executive Summary Updates – Jasmine Simmons & Jeremy Norton**   * Document will go out next week. Please, review and offer feedback by Thursday, Feb. 27. * Covers general information about what the QEP is. This has been adapted and revised from the original. Consider the length of document and the clarity, overall. * QEP Writing Section-version one extended version- version two will be sent out to the college. Please review the V.2 before it is shared with the college. * Access the Executive Summary Version 2 in Microsoft Teams: Writing Sections>Executive Summary> V.2   **Vision/Mission and Selection Process – Katie Sacco**   * Katie shared briefly, Dr. Wymer and Katie Sacco have identified this and this helped to design the “Executive Summary” * Dr. Thompson highlighted that this is an excellent extension of the work we have been doing with college-wide assessment and this will go from a broad perspective on the BG of IF at the college and this will serve a section (a page in length) to emphasize that this will * Rubric found in Microsoft Teams “General” section, “QEP\_InformationLiteracy\_Rubric\_DRAFT.Docs * We haven’t finished the 3-point rubric, we are just looking at the 4-point rubric, for now. The rubric is basic enough that those who are using it can see how to apply it and will be easily explained for student use. We took the ACRL standards and built this into the rubric * We have considered the categories presented, the percentage viability, and we’ve included specific terminology related to the * We hope to utilize the rubric sometime this term to see that it works effectively. Question: Do we use the 4-step rubric or the 3-step rubric? * Mark noted that these are essentially the same however, this will remove a category area. The advantage of the 4-point rubric is that it offers specifics. The 3-point model simplifies the options. There is not a right or wrong rubric, instead what is going to provide the information we need. Mark appreciates the 4-point rubric to tell us more. Jeremy offered that the 4-point rubric will allow us to better assess the needs of our students. When reviewing this rubric, consider the practical application. Katie suggested an “N/A” category for those assessments that do not offer opportunity for every category. Jeremy will share the checklist with Amanda and Mark Thompson to offer an additional option for then N/A category. * The committee has been asked to share the rubric and offer feedback. QEP infrastructure we are still in progress developing this write up.   **Librarian Intervention Model (LIM) – Jasmine Simmons**   * + Jasmine shared that the librarians discussed and developed a 1-page document that will soon be shared with committee.   + Purpose of the summit, and intervention levels that they can select, the Library Intervention Model will be slightly modified to expand and adapt this to other course (beyond the English classes that it is currently supporting). Feedback was provided by librarians on other assessment tools we can use moving forward, as well. Feedback is requested from the committee.   **Goals and Outcomes – Dr. Minerva Haugabrooks & Christine Ramos**   * + Document includes goals/learning objectives related to student and faculty needs and the outcomes. The areas of focus included: engagement, access, communication, and ability to summarize the information.   + Questions posed: Goal (1-4), Objectives (what they should be able to achieve), Outcomes (achievement)   + Jeremy considered that this fits into the model and helps to serve as a steppingstone from where we are and where we will go as a result of the QEP. This will be revisited during our next meeting. |
| **Other Business** | * For the next meeting: choosing which courses we will pilot in the fall (beyond English).   The focus groups can offer more insight and we will be going to different departments  (and categories faculty areas and students) and we will consider the different  questions we need to ask and the types of groups to approach.   * The next meeting date is March 9, 2020 and calendar invite sent out to all participants.   Also in QEP Canvas shell. |
| **Adjournment** | * Meeting adjourned at 3:30 pm. |