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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**March 23, 2020**

**2:00 p.m. – Zoom Meeting**

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| **TOPIC** | **DISCUSSION** |
| **Members present for LSSC** | Jasmine Simmons (chair), Jeremy Norton (chair), Katie Sacco, Dr. Douglas Wymer, Dr. Amanda Brandt, Danielle Bowen, Dr. Mark Thompson, Christopher Sargent, Nancie Bourne, Toni Upchurch (scribe) |
| **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 March 9, 2020 meeting. Motion carried. |
| **Administrative Updates** | No updates given |
| **Updates:** | **News/Updates**   * Despite COVID-19, we will keep working towards the timeline as planned Via Zoom, phone calls * Much writing will be happening over the next month. Jasmine and Jeremy might reach out to the team if more support is needed.   **College Wide Approach- Jeremy Norton**   * We are seeking student ambassadors to serve as focus group members. Toni has begun recruitment and will meet with the LE and SL SGA (as advised). Jeremy will attend Deans Council on Thursday to discuss progress, pilot, and focus groups.   **Pilot Groups**   * Speech, LIM- SPC2608 (spring/fall 2020) and Biology- BIO1010. These groups will test rubric (fall2020)   **Marketing Committee Updates**   * Brochures and Yard Signs can be purchased April 10 and received by April 24. However, Katie Sacco stated that the Library Budget is not approved yet for marketing/swag items. * Should we build items into 2 budget years? Especially for the items we won’t need the items as early as April 30? We will need to have a budge worked out in time for the conference and general role out 1500-2000 altogether. We will need to have the budget in place July 1, 2020 for the swag items used for conference giveaways. * Logo “B” has been approved. * The website “Landing Page” will be developed by the March 27 deadline by Francita Williams.   + Website Landing Page can pull information from: The Executive summary for FAQ. We can also include the Logo/Title   + Landing page for the QEP, we need people to identify the content   + Jasmine will send examples/ideas for content from other colleges   + The brochure can be similar to the information provided on the website, though Marketing will need more time to develop the brochure.   **Writing Updates**   * The completed write-ups have been formatted and added to the QEP Draft working document. These include the executive summary, vision, information fluency background, goals and objectives, library intervention model levels, and planning from 7.2 a/c. Work will still be done on the Library Intervention model, assessments (including rubric), financials, and the college wide approach. * Workgroup writing updates: QEP Writing Sections have been updated as follows:   The QEP team was tasked with Intervention Model and the Rubric.   * Rubric is awaiting confirmation * Formatting of the 25-page document was updated to include Vision, Mission, and Selection Process. * Content added, expressly related to information fluency and year to year financials. * Financials currently include a One-year budget. * Jeremy will discuss these updates, and plans for the conference with, and input from, the Deans Council. * Kevin Arms developed a five-year project related to the implementation of the LIM. Dr. Wymer suggested that we can incorporate how this influenced the decision.   + We will incorporate a one-page summary from Arm’s report     - * We can consider how we began and the way we will implement it. Appendixes at the end can reference this work. When the visiting team asks, we can share the 25-page full report, with the team   **Conference Planning Updates**   * The call for proposals went out at the end of March. While there was a lot of interest expressed, no one has committed to present. We have decided to extend the deadline to April 15. * Katie Sacco confirmed that Librarians will create a panel for the keynote and librarians will teach five sessions to include many aspects of IL and QEP. * Jeremy is reaching out to instructors who he feels will be great representatives of the ILM.   + Team will send out a reminder in the next few days   + New deadline for proposals: April 15 * Nancie and Katie identified rooms in the Health Science Center. They have considered rooms 208, 207, 107, and 108 as potential spaces. Rooms will be determined when we receive confirmation from presenters. * There will be a QEP web presence for the conference with a conference agenda and for participant sign up. We will use our website and use woo-foo forms, as we’ve done for TEDx, to support the conference. * Should we have a backup plan for a virtual conference if needed? Dr. Wymer does not believe this is needed at this point. We will revisit it on April 15 with the advice of governmental agencies to make a final decision. |
| **Other Business** | * The next meeting date is April 6, 2020 and calendar invite sent out to all participants. Also in QEP Canvas shell. |
| **Adjournment** | * Meeting adjourned at 3:00 pm. |