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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**March 9, 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. Amanda Brandt, Danielle Bowen, Katrina Bennett, Dr. Minerva Haugabrooks, Christopher Sargent (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 February 24, 2020 meeting. Motion carried. |
| **Administrative Updates** | No updates given |
| **Updates:** | **Marketing Committee Updates**   * Gabriele and Francita provided new samples of the Information Literacy logo. Woofoo form sent out to team: voting due Thursday 3/12 * Katie brought marketing handouts to promote QEP IL. Samples of bags at different price levels, pens, tire gauge, bumper stickers, bento box lunch containers contain food and they can keep after lunch (Marco promos). Look through catalog and make suggestions if we want. Katie will place all orders and requests for swag.   **Writing Updates**   * Executive Summary Review Jasmine Simmons / Jeremy Norton -Sent out previously before the Call for Proposals * Vision/Mission Dr. Douglas Wymer/ Katie Sacco -No updates * Selection Process Dr Douglas Wymer/ Katie Sacco -No updates * IL/Information Fluency Dr. Mark Thompson  -Uploaded to Teams folder recently * Assessment Jeremy Norton/ Danielle Bowen/ Dr. Mark Thompson  =Presented rubric last time. Danielle awaiting feedback to determine if edits are needed. 3 point or 4-point rubric? Anyone willing to test it in class on an assignment * QEP infrastructure Librarians -Selection process included, budget approval, curriculum plan for years 1-5. Narrative included in Teams folder. Training for IL Ambassadors. * L.I.M Librarians -Look at the Library Intervention Levels document and provide feedback. * Goals & Objectives Christine Ramos/ Dr. Minerva Haugabrooks   -Minerva and Christine sent list of goals/standards  -Clear descriptors provided for each ACRL standard. Need to change ACRL 2000 to ACRL 2015 version. Reviewed doc on screen and provided suggestions to Minerva for updates.  **Conference Planning Updates**   * Amanda sent out Call for Proposals last week. Katie has lined up a 3-speaker panel. Online registration website being planned. Need to speak with web designer. Food planning for special dietary needs. Tentative date of August 19, ideally everything will be in one day to reduce travel. Questions about duration of each speaker session: want to make sure sessions are not too short nor too long. Katie suggested lightning sessions. |
| **Other Business** | * The next meeting date is March 23, 2020 and calendar invite sent out to all participants. Also in QEP Canvas shell. |
| **Adjournment** | * Meeting adjourned at 3:30 pm. |