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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**April 20, 2020**

**2:00 p.m. – Zoom Meeting**

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| **TOPIC** |  **DISCUSSION** |
| **Members present for LSSC** | Jasmine Simmons (chair), Jeremy Norton (chair), Dr. Douglas Wymer, Katie Sacco, Chris Sargent, Nancie Bourne, Dr. Amanda Brandt, Danielle Bowen, Christine Ramos, Dr. Minerva Haugabrooks, Dr. Mark Thompson, Toni Upchurch (Scribe) |
| **Guest(s)** | Marketing Committee: Gabrielle Longley; Student Ambassadors: Amanda Anduza, SarahJones |
| **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 April 6, 2020 meeting. Motion carried.
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| **Administrative Updates** | No updates given |
| **Updates:** | **News/Updates*** Official email includes, we can use this for communication & marketing purposes: can use to promote upcoming conference: [QEP@lssc.edu](QEP%40lssc.edu)
* Student Ambassadors, Pre and Post Surveys for Pilot Study, Campus Labs, and Summer Meetings**:**
	+ Student Ambassadors’ Amanda Anduza and Sarah Jones joined the meeting today. Welcome!
	+ Beside surveys, posttests and pretests, can we add Campus Labs?
		- Yes, and informal assessment are also formative, we can use a quick and easy mechanism as a baseline and as summative at the end.
		- Jeremy and Dr. Thomson will discuss keeping and recording information.
		- Right now, we do not have a Standard information literacy assessment we purchase but we can look into this further.
	+ Summer meetings: it is up to the membership as far as what is needed for the summer. It is up to the team, how close can we get in the next 2 weeks.
	+ Conference planning and otherwise.
		- The conference group will get together for planning, though the entire group does not need to meet.

**Marketing Committee Updates** * Gabrielle Longley shared the new website and provided an overview. Website is available: <https://www.lssc.edu/academics/quality-enhancement-plan/>
* Includes explanation of the goals we are currently working towards and will provide the college, SACS reviewers, and general public information on structure, goals, and documents. Currently, our minutes and committee documents are only available via the intranet.
	+ Dr. Wymer suggested we make all content available to the general public.
	+ Marketing can include PFDs to minutes and other documents for SACs review.
	+ Rename the section: project details, project outline, or a title that indicates what is there.
		- Detail provided should be more deliberate.

**Writing Updates*** [Reports for SACS](https://sacscoc.org/pdf/Reports%20submitted%20for%20COC%20review.pdf) how we should submit this information, (no more than) 75 pages, plus (no more than) 25 pages for appendix section, times new roman, 11-point font
* Proofreading updates:
* Committee tables and Dr. Thompson’s updates have been added
* Official committees have been approved
* Committee infrastructure “Task force” approved
* Short description of each included in the document
* The rubric is meant to offer broad access: when we actually go to implement this how will we integrate this into each of the academic areas.
* Access is the most important function, the preliminary draft that is presented should be targeted for accessibility:
	+ Consider how we can make these assessments fit and how we will collect the data
	+ How are we applying this?
	+ We will ask our committee members to use this and apply this as we consider how we are applying the standards
* Dr. Thomson added we can affect the readability by “shading the bars” light shade fills to help distinguish between categories.
* Speech and Nursing pilots will run in the fall.

We should continue to target the sorts of assessments we can host across multiple disciplines.**Conference Planning Updates*** Dr. Brandt provided that conference planning is going well. We now have a group of presenters with over 6-7 hours of content.
	+ At this point, the team is considering our catering needs, registration, and potential staff numbers.
	+ We will use the website for faculty to register and we will offer dietary restriction options.
	+ We are in the process of booking caterers and room spaces.
* Content is well-organized and provided in Teams under: files- [conference planning subcommittee](https://teams.microsoft.com/_#/xlsx/viewer/teams/https:~2F~2Flssc3.sharepoint.com~2Fsites~2FQEP616~2FShared%20Documents~2FGeneral~2FConference%20Planning%20Subcommittee~2FConference%20Planning%20Spreadsheet.xlsx?threadId=19:dadde772a85345eb8f6cab71bcbb03d1@thread.skype&baseUrl=https:~)
* There you will find: conference planning spread sheet, call for proposals, and schedule of events.
* Dr. Brandt will be in contact with Thomas about live-streaming or we may possibly postpone until the spring.
* The group has considered how we will handle the conference if we cannot return to campus in the summer. Danielle will work with Thomas Y. as needed.
* Jasmine offered that we invite other institutions to join us for a virtual conference, if we cannot host a live meeting.
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| **Other Business** | * The next meeting date is TBD. Look out for doodle poll in fall 2020
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| **Adjournment** | * Meeting adjourned at 3:00 pm.
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