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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**April 29, 2019**

**1:00 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), Jacklyn Pierce (chair), Katie Sacco, Dr. Douglas Wymer, Christine Ramos, Katrina Bennet, Dr. Minerva Haugabrooks, Toni Upchurch, Amanda Kirchner |
| **Guest(s)** | None |
| **Welcome/Call to Order** | * Jasmine Simmons called the meeting to order at 1:00 p.m. |
| **Administrative Updates** | No updates given |
| **Updates:** | **Introductions**   * Co-Directors * Team Members * Topic Selection: Information Literacy (IL) – provided background of what IL means * Shared documents in folders (Canvas) * Canvas shell- share your comments on LOGO (in canvas)   **Timeline Review**   * Spring 2019 QEP Co-Directors identified and design team is constructed, design work begins * October 2019 First draft of QEP submitted to Deans Council for review * November 2019 Second draft to DC for review * December 2019 Third draft to DC for review * January 2020 QEP released to College for comment * February 2020 College focus groups regarding QEP * March 2020 Final version to Planning Council and Cabinet complete with budget * 7 Sept 2020 Submit QEP Final for SACSCOC review * 26-29 Oct 2020 SACSCOC onsite visit * Spring 2021 Prep for fall implementation * Fall 2021 QEP Implementation Starts * 2025-2026 5th year report due, QEP ends   **Communication Tools**   * Utilize Canvas; information provided throughout Canvas shell   + QEP proposal draft uploaded for review; ACRL toolkit link included in Canvas shell   + Modules tab in Canvas: for Meeting Agendas & Minutes   + Discussions tab in Canvas: for questions, ideas & sharing as well as Literature Review * QEP email listserv create to send out updates, etc. to steering committee * Jackie, Toni & Amanda teaching online this summer so will be in canvas if need to be contacted   **Mission Discussion**   * Co-Directors share their visions of the mission   + Open for discussion   **Discussion First Steps**   * Outlining tasks and work on creating a mission statement * Develop Executive Summary * Focus on current assignments such as speech and written assignments (any assignment with critical thinking and have deliverables at the end to assess)- implement information literacy to make current assignments better * Learning modules put in canvas shell, a librarian will assist and assess the learning objectives as it correlates to information literacy * Implement fake news libguide to QEP Design |
| **Other Business** | * The next meeting date TBA. Also posted in QEP Canvas shell. |
| **Adjournment** | * Meeting adjourned at 2:00 pm. |