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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**April 6, 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. 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 23, 2020 meeting. Motion carried.
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| **Administrative Updates** | No updates given |
| **Updates:** | **News/Updates*** Student Ambassadors, Deans Council, Pre and Post Surveys for Pilot Study, Campus Labs, and other software opportunities
	+ Toni Upchurch reported that we currently have 4 student ambassadors committed to the project.
	+ Jeremy Norton reported that the Deans Council have reviewed the document and we are getting the word out.
	+ Pre and Post surveys for IL and quiz to be included in the pilot program.
	+ Dr. Mark Thompson and Jeremy Norton will meet to discuss Campus Labs how we can utilize this further.
	+ We will continue pursuing Campus Labs and will investigate possibly purchasing a program

**Marketing Committee Updates** * Francita Williams explained that the full color logo was shared and approved
* Jasmine and Jeremy met with Marketing and approved content for website landing page, this will include: link, with minutes, LIM document, and the updated rubric
* Logos and Email Signature have been added to teams
* Full file formats will be completed by the end of the week (4/10)
* QEP team is encouraged to add the logo to our email signature

**Writing Updates*** We currently have 32 pages of content that should be proofed. We will aim for a minimum is 65 pages for the full document.

Jasmine Simmons presented the committee structure as outlined in the document: Steering Committee, Topic Selection Task Force, Technology, Faculty/Staff Advancement, Conference Planning Committee, Marketing Committee, Student Ambassador Team Jeremy Norton iterated that this is a work in progress, and nothing is “set in stone.” Document found in Teams Folder:  QEP Assignments are as follows: Divide for group to proofread: * Dr. Amanda Brandt and Toni Upchurch are hosting the pilot classes and should:
	+ Review the LIM Pilot Project, QEP Curriculum Plan (Page 27)
	+ Jeremy Norton stated that the posted pilot is built for high capacity classes and when we evaluate the content, we need to broaden the goals to relate to our classes, Humanities, Social Sciences, Workforce, the Honors College, etc.
* Dr. Wymer and Katie Sacco will complete:
	+ QEP infrastructure University Approval Section, QEP Infrastructure, Projected Timeline
* Dr. Mark Thompson will review Executive Summary and Instructional Assessment
* Chris Ramos will review the LIM
* Nancie will provide survey results from conference to include in the document appendix, Jeremy added that we will also include faculty staff development, and assessment data, will be included
* Jasmine added that Marketing will support the document with images
* Jeremy Norton will verify if appendixes are a part of the 65-page report.

**Conference Planning Updates*** + - * Conference planning, we now have a group of presenters with over 40 hours of content. The Workshops will include:

Kevin Arms: Citation and Citation formats, Canvas Integration, Important Components of MLA Nora Rackley: Information Literacy Across Academic Disciplines Ana Diamand: New APA with Recent Updates Andy Dail: Recognizing Fake News and How to Use the Library Website’s Resources * + - Jeremy Norton is meeting with instructors from Humanities and Social Sciences to consider presenters for “Best Practice” integration
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| **Other Business** | * The next meeting date is April 20, 2020 and calendar invite sent out to all participants. Also in QEP Canvas shell.
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| **Adjournment** | * Meeting adjourned at 2:36 pm.
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