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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**August 14, 2019**

**3:00 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) (scribe), 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 3:00 p.m. A motion was made to approved minutes from the April 29, 2019 meeting. Motion carried.
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| **Administrative Updates** | No updates given |
| **Updates:** | **News/Updates*** SACSCOC helpful links
* QEP information tab in Canvas
	+ Contacts, QEP overview (activity), timeline updates?

**QEP Deadlines*** 1st draft due Oct. 2019
	+ Will be posted in Canvas for comments/revision by Sept. 2019

**Brainstorming Session*** Mission Statement for QEP:
* Create teams: writing, proof reading, marketing
* Collecting Statistics- what assessment tools do you use?

 **Look out for & review** * QEP Initial Proposal by next month
* QEP ‘Information Literacy’ Presentation- posted in canvas Fall 2019

**Activity*** Post in canvas some (past & current) readings we can add to our literature review list
* Select at least 1 class assignment that you would like for a Librarian to modify to comply with the ACRL standards.
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| **Other Business** | * For the next meeting: Collecting Statistics? Ask your colleagues what assessment tools they use to evaluate student learning (post in discussion board)  Select 1 assignment (any assignment with critical thinking and have deliverables at the end to assess) for Librarian to modify by implementing the ACRL frameworks for IL (no need to change entire rubric right now). Submit to Jasmine Simmons.  Continue information gathering (share literature reviews, websites, etc. on canvas discussion board)  Make Fake news Libguide easily accessible. The next meeting date is October 2, 2019 and calendar invite sent out to all participants. Also in QEP Canvas shell.
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| **Adjournment** | * Meeting adjourned at 4:00 pm.
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