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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**August 27, 2020**

**1:00 p.m. – Zoom Meeting**

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| **TOPIC** | **DISCUSSION** |
| **Members present for LSSC** | Jasmine Simmons (chair) (scribe), Jeremy Norton (chair), Katie Sacco, Dr. Douglas Wymer, Christine Ramos, Danielle Bowen, Dr. Amanda Brandt, Christopher Sargent, Nancie Bourne, Gabrielle Longley, Amanda Anduza (QEP Student Ambassador) |
| **Guest(s)** | Dr. Michael Vitale |
| **Welcome/Call to Order** | Jeremy Norton called the meeting to order at 1:00 p.m. |
| **Updates** | **Updates**   * Welcome back! All meetings for fall 2020 have been scheduled through Zoom * Updates to Teams/Canvas folders- both have the latest QEP document uploaded as well as teaching assignments for QEP pilot & information for “Librarian Intervention Model Resources”   + “Librarian Intervention Model Resources” has all documents that will be used to help faculty incorporate the IL rubric into their modified assignment * Canvas shell updates: QEP timeline & documents added under “Committee Review” on Home page; Student Ambassador information included in Modules. |
| **Pilots and Assessment Updates** | * Fall 2020 pilot begins: Toni Upchurch SPC 2608 & BSC 1010C. Revised assignments uploaded in Teams folder. Assessment Team currently working on assessment piece and collecting artifacts from summer 2020 pilot |
| **SACSCOC Updates** | * Dr. Wymer currently working on schedule for SACSCOC visit in late October 2020. Dr. Wymer will meet with Cabinet on Tuesday and will ask who to invite on days for SACSCOC visit. Schedule will be shared campus wide once completed. * Steering Committee will meet with visiting team; prepare QEP presentation/Q&A * **Steering Committee block off 9am-11am on Wednesday of SACSCOC visit** |
| **Conference Planning Updates** | * IL Conference rescheduled for early January 2021. Expecting in-person conference * Organizing agenda, caters, merchandise options, etc. * Budget can be shifted to purchase swag items for conference and gifts to guest speakers & SACSCOC Visiting Team * Budget allows purchase for T-shirts * Katie will talk to Dr. Vitale about stipends for Ambassadors |
| **Marketing Updates** | * Make additional updates to QEP website and advertise IL Ambassadors search on QEP website * Look into swag item ideas: QEP hand sanitizers; postcards; temporary tattoos, etc. * Use creation video tools such as Doodly & Powtoon to create video introduction QEP topic- Information Literacy * Danielle Bowen & Thomas Yaccarino can assist with creating a short video |
| **Other Business** | * Look out for email on proofreading latest QEP draft and Summer Pilot report. Send feedback & edits by Sept. 4,2020. The next meeting date is September 10, 2020 and calendar invite has been sent out to all participants. |
| **Adjournment** | * Meeting adjourned at 2:10 pm. |