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### QUALITY ENHANCEMENT PLAN STEERING COMMITTEE

**September 10, 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, Danielle Bowen, Dr. Amanda Brandt, Dr. Minerva Haugabrooks, Christopher Sargent, Nancie Bourne, Gabrielle Longley, Kimberly Fuentes & Amanda Anduza (QEP Student Ambassadors) |
| **Guest(s)** | Dr. Michael Vitale |
| **Welcome/Call to Order** | Jeremy Norton called the meeting to order at 1:00 p.m.  |
| **Updates** | * Meetings will now be monthly: Oct. 1, Nov. 5, & Dec 3, 2020 are the meeting dates. Subcommittees will meet as needed.
* SGA meetings will be posted in canvas for Student Ambassadors to attend.
* Chris S., Dr. Haugabrooks & Amanda A volunteered to work on creating a certificate template for “Certified Information Literacy Instructors”
* Librarians currently working on IL training. Members can test online training to provide any need for clarity and useful feedback.
* **Members are welcomed to join Board of Trustees presentation on Oct. 17, 2020**
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| **Pilots and Assessment Updates** | * Assessment Team currently working on assessment piece and collecting artifacts from summer 2020 pilot. Danielle mentioned using similar tool used by Foundations.
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| **SACSCOC Updates** | * Final draft of QEP send off, on a flash drive, to SACSCOC.
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| **Conference Planning Updates** | * After careful consideration, IL Conference will be hosted virtually, and will be open to the public. Will use Zoom route for conference.
* Meeting tomorrow to discuss planning.
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| **Marketing Updates** | * Moving forward with purchasing promotional materials now that conference will be virtual. Based on the QEP promotional/swag ideas survey- hand sanitizers and USB flash drives were the popular items selected by the Steering Committee. Other suggestions included:  notepad, clip with magnet, stress ball, gift card, Decals (not stickers) the peel and stick type that clings. Folders, and pads of paper (useful for the reviewers).
* “INCLUSIVE WEBSITE EXPERIENCE” page included in all PDFs on QEP website. Concern is having it before every document. Suggestions: it’s good to show we are in compliance, but can it be in one place? - maybe have under “public resources” tab.
	+ Other suggestions: have one big file of QEP meetings under “public resources” tab. Add full QEP document to website.
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| **Other Business** | * The next meeting date is October 1, 2020.
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| **Adjournment** | * Meeting adjourned at 1:45 pm.
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