

**Quality Enhancement Plan (QEP) Committee
Meeting Notes
June 22, 2011**

<i>Chair</i>	<i>Present</i>	<i>Absent</i>	<i>Excused</i>
Kathy Clark , Co-Chair, Professor of Economics (Collier)	X		
Dr. Thomas Rath , Co-Chair, Academic Dean (Charlotte)	X		
<i>Members</i>			
Donald Bentley, Guidance Counselor, Edison Collegiate High School (Lee)			
Cindy Campbell, Reference Librarian (Lee)	X		
Mike Chiacchiero, Professor of Mathematics (Collier)			
Kevin Coughlin, Dean, Research, Effectiveness and Planning (District)			
Dr. Eileen DeLuca, Associate Dean, College Prep (District)	X		
Dr. Christy Gilfert, Associate Dean, Enrollment Management & Student Affairs (Charlotte)	X		
Dr. Rebecca Gubitti, Professor of Mathematics (College Prep)			
Ivana Ilic, Professor of Mathematics (Lee)			
Dr. Theo Koupelis, Associate Dean, Math and Science (Lee)			
Carla Lazo, Student Government President (Lee)			
Dr. George Manacheril, Professor of Physics (Charlotte)	X		
Pam Mangene, Professor of English (Lee)	X		
Frederick Morgan, Coordinator, HOPE Scholars Program (Lee)	X		
Patricia Newell, Dean, Student Services	X		
Brooke Roughgarden, Coordinator of Student Services (H/G)			
Jeannie Schmidt, SGA Executive Vice President (Lee)			
Ed Smith, Professor of Computer Science (Charlotte)			
Kevin Shriner, Associate Dean, Academic Support Services (District)			
Amy Teprovič, Director, Student Life (District)			
Amy Trogan, Professor of English (Lee)			
Sandra Seifert, Professor of Mathematics (Lee)			
Scott Van Selow, Professor of Computer Science (Lee)			
Judith VanGalen, Faculty Coordinator, Professional Development			
Myra Walters, Professor of Speech (Lee)	X		
William Wilcox, Professor of Biology (Charlotte)	X		
<i>Administrative Staff</i>			
Dr. Steve Atkins, VP, Academic and Student Affairs	X		
Dr. Robert Beeson, Lee Campus VP and Dean, Arts and Sciences	X		
Maureen McClintock, Project Manager	X		

I. Updates:

President Kenneth Walker was welcomed to the meeting. Kathy asked everyone to review pages 37 – 49 of the Handbook for Reaffirmation found on the SACSCOC website.

Convocation – Pam

Convocation will be simplified. Employee first-time-in-college pictures will be shown upon entry into the hall. Through a poster session, departments will be asked what they are doing to support transitioning students through one or more of the building blocks of the Cornerstone Experience course, i.e. critical thinking, applied learning, relevancy or success skills. The Convocation committee will survey all

departments so they can select the best examples and personally invite those departments to develop a poster. Dr. Atkins commented on the types of questions faculty and staff will be asked during the on-site visit, and that the Convocation presents the best opportunity to create a shared understanding of the QEP. It was noted that a QEP update should also be a standing departmental agenda item. Dr. Rath suggested developing a one sheet abstract personalized to specific departments in terms of that department's role in implementation. This would be useful as we approach the November visit.

Marketing Committee and Cornerstone Logo- Maureen

There was a motion to apply online for a Servicemark for the Cornerstone Experience logo, with a budget of \$500. (Walters/Mangene) The motion was approved unanimously. Kevin Shriner will be asked to complete that assignment. If he encounters problems and we need an attorney, we will notify Mr. Lupe. Dr. Walker stated that the College will find the money to register the logo, should we need more.

Maureen recapped the minutes of last week's Committee meeting and shared updated graphics to be discussed by the committee tomorrow. It was suggested that marketing giveaways should be something useful and visible such as sticky notes, mouse pads or keychains.

Lead Evaluator – Dr. Atkins/Pam

Three names are under review as potential lead evaluators. The names will be submitted to Dr. Goldstein by next week's deadline.

Linked Courses – Pam

A list of courses has been developed which came largely from the chairs. It will be sent back to the Chairs today, and returned to this committee. The Science Department will be asked to approve ISC 1101 in support of our STEM track.

Course Content Committee/Sub-Committees

Most volunteers to date have emerged from the Understanding the First Year Student conference, but an email was sent yesterday to all faculty inviting their participation. Our subcommittee chairs will co-chair the course content groups with a faculty member. We need about 10 per group, representing all campuses and departments. The deadline is July 6th to get a draft of the content. The Chairs will be involved, and new faculty will be asked to join the groups if they so choose.

II. Other