

**Quality Enhancement Plan (QEP) Committee
Meeting Notes
DATE, 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)			x
Cindy Campbell, Reference Librarian (Lee)	x		
Mike Chiacchiero, Professor of Mathematics (Collier)			x
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)	x		
Ivana Ilic, Professor of Mathematics (Lee)	x		
Dr. Theo Koupelis, Associate Dean, Math and Science (Lee)			x
Carla Lazo, Student Government President (Lee)			x
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)			x
Jeannie Schmidt, SGA Executive Vice President (Lee)			x
Ed Smith, Professor of Computer Science (Charlotte)			x
Kevin Shriner, Associate Dean, Academic Support Services (District)	x		
Amy Teprovič, Director, Student Life (District)	x		
Amy Trogan, Professor of English (Lee)	x		
Sandra Seifert, Professor of Mathematics (Lee)	x		
Scott Van Selow, Professor of Computer Science (Lee)			x
Judith VanGalen, Faculty Coordinator, Professional Development	x		
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:

Marketing Committee and Cornerstone Logo-

Kevin Shriner is pursuing obtaining the trademark/service mark for the cornerstone logo. The marketing committee is working on developing messages and a Cornerstone Experience (QEP) awareness campaign for several target audiences (students, faculty and staff, community and the Board). Marketing information and materials for graduation was also discussed.

Lead Evaluator – Dr. Atkins/Pam –

Pam Mangene reported that we have two lead evaluator candidates, one candidate who has specifically expressed an interest in serving as our lead evaluation. Dr. Atkins will follow- up.

Linked Courses – Pam

Pam reported that the discussion of linked courses was ongoing. Pam sent a list of possible linked courses to the department chairs and asked for their input.

Course Content Committee/Sub-Committees

Eileen Deluca gave a presentation on “Creating Assignment Guidelines and Building Rubrics” at the start of the meeting. Dr. Atkins charged each Cornerstone Sub-Committee with developing the content for each of the four-Cornerstones. In addition, each group is to develop assessments and provide a list of resources. The target date for draft completion is July 20. Dr. Hunter will be returning in August to work with the group and finalize the course content.

II. Other

The QEP committee will not be meeting on July 6 in order to give the Sub-Committees time to work on their respective “Corners”. The QEP Leadership Team will be meeting instead during the QEP timeslot to review the draft QEP document. The July 13 QEP meeting is also cancelled to allow for additional time for completion of the Sub-Committee work and to allow time for those faculty and staff who want to attend the Critical Thinking workshop on July 12 and 13.