

Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Cathy Singletary		
MEETING DATE: 1/30/19	MEETING TIME: 1:15 p.m.-2:15 p.m.	MEETING PLACE: Media Room
RECORDER: Cathy Singletary		PREVIOUS MEETING: 1/23/19

OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dr. Cathy Singletary, Professor, QEP Director	
P	Dr. Billy Adams - VP of Instruction	
P	Teresa Brooks - Dean of Distance & Digital Learning	
P	Don Clinton - VP of Student Services	
P	Roberta Collingsworth, Professor - Mathematics	
P	Jeremy Dorman, Director of Admissions/ Registrar	
N	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	
P	Cancee Lester, Director of Shelby County Operations	
P	Natalie Oswald- Dean of Arts, Sciences & Technology	
N	Michael Pace, Instructor - School of Energy	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting		
Old Business:	<ul style="list-style-type: none"> None 	
New Business:	<ul style="list-style-type: none"> Examine and question QEP components as presented by Dr. Hardt Review evaluation tool Ask questions of Dr. Hardt 	Cathy Singletary
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	None
New Business: Discussion	<p>The chair called roll for the meeting. Previous minutes are in the shared QEP Google Folder for editing, corrections, and approval.</p> <p>The committee discussed the following items:</p> <ul style="list-style-type: none"> • Reviewed the five components of a QEP in relation to expectations from the Principles of Accreditation. • Discussed evaluation criteria for QEP in relation to planning and implementation efforts. • Identified broad areas for focused attention. • Discussed adequate progress in development of initiative. • Noted foundational questions in development of assessment plan. • Clarified results to be obtained if deciding to submit optional document. <p>The meeting was adjourned at 3:30 p.m.</p>
Committee Decisions:	<ul style="list-style-type: none"> • Cathy Singletary will complete 3-4 page optional submission for review by SACSCOC committee.
Other:	

CHAIRPERSON SIGNATURE (or designee): Dr. Cathy Singletary	DATE: 1/30/19	NEXT MEETING: TBA
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