

Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Cathy Singletary		
MEETING DATE: 10/29/18	MEETING TIME: 2 p.m.-3:30 p.m.	MEETING PLACE: Media Room
RECORDER: Cathy Singletary		PREVIOUS MEETING: 8/30/18

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"> Review purpose of Learning Framework (LF) course Discuss reporting elements of Texas Pathways survey Identify alignment needs within LF curriculum Discuss feedback from instructors and committee on course length 	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 development and purpose of Learning Framework (LF) course; discussed meaning to various constituents. • Discussed reporting elements of recent surveys. • Identified points of LF course to more strongly align per current meeting discussion; initiate review of objectives. • Discussed need to reduce select module assignments to more reflect the amount of work in a 1-hour course. • Discussed developing a student-friendly course description to be used for course or advising purposes. • Ongoing course review to focus on SLOs. • Continue research and begin writing QEP report. <p>The meeting was adjourned at 3:30 p.m.</p>
Committee Decisions:	<ul style="list-style-type: none"> • Relayed to LF instructors to reduce select module assignments per earlier committee feedback; emailed LF instructors on Friday, October 26; action completion expected within two weeks. • Dr. Singletary will begin writing the QEP document.
Other:	

CHAIRPERSON SIGNATURE (or designee): Dr. Cathy Singletary	DATE: 10/29/18	NEXT MEETING: 11/12/18
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