

Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Cathy Singletary		
MEETING DATE: 11/12/18	MEETING TIME: 2 p.m.-3:30 p.m.	MEETING PLACE: Media Room
RECORDER: Cathy Singletary		PREVIOUS MEETING: 10/29/18

OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dr. Cathy Singletary, Professor, QEP Director	Dr. Greg Powell, President
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	
N	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 developed student-friendly course description presented for use in course documents Define student success fully Discuss student success benchmarks Discuss two selections from literature review 	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"> • Discussed meaning and potential use of student-friendly course description; following discussion, the committee decided to table use in advising for now, but noted value in clarification of what student understandings should become for the course. • Developed campus definition of student success; will use as we move forward in evaluating components of the LF course. • Assessments will examine percentage of increase as measured by student success benchmarks. • Discussed findings from foundational literature review. <p>The meeting was adjourned at 3:30 p.m.</p>
Committee Decisions:	<ul style="list-style-type: none"> • Determine elements for LF instructor report. • Add committee members to Master Learning Framework course for review of course components. • Examine new additions to research repository as added by Teresa Brooks.
Other:	No date set for the next meeting.

CHAIRPERSON SIGNATURE (or designee): Dr. Cathy Singletary	DATE: 11/12/18	NEXT MEETING: TBA for January 2019
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