QEP Development Committee Meeting Minutes
July 17, 2014

**Members Present:** Kathy Austin, Todd Chambers, Jonathan Marks, Courtney Meyers, Gary Smith, Pham Nhung, Grace Hernandez, Kathleen Gillis, Elizabeth McDaniel and Sara Spurgeon, Erin Justyna, Paige Lehmann, and Susan Lang via Lync.

**Members Absent:** Maryfrances Agnello, Stephanie Borst, Jobi Martinez, Marjean Purinton, Lisa Rogers, Nancy Soonpaa, Amy Heard, David Roach, Fernando Valle, and Aliza Wong.

**Others present:** Gary Elbow, Catherine Parsoneault, Jennifer Hughes, Marcelo Schmidt and Lisa James.

**Materials Distributed:** Agenda, Meeting Minutes for July 10th, and a revised Table of Contents.

**Opening Comments:** Chair Smith
Welcome and call to order.

**Approved of July 10, 2014 minutes:** Chair Smith
Minutes were reviewed and accepted by the members after a date correction.

**TTU Global Data:** Dr. Catherine Parsoneault
Catherine Parsoneault reported to the group that Dr. Sheila Hoover presented data to an Academic Council meeting on global searches and access to the Library’s thesis data base and this data will be made available to the committee.

**Table of Contents:** Chair Smith
Gary Smith provided the group with a revised version of the Table of Contents. This revised Table better represents the outline preferred by SACSCOC. Smith said that it was very important to include information and document each phase and individuals involved throughout the process of selecting and developing the QEP.

**Review of Proposal Draft:** All members
Smith shared with the group that he believes there were many things missing from the draft or should be moved to another section. Gary also asked the committee members to locate and share any information they may have from earlier meetings to be included in the draft to chronicle the entire process and participants of this QEP.

**Other Business:** Smith
Gary asked the group to forward all resource information related to Texas Tech to Todd Chamber, all Lit Review information as it applies to oral, visual, and other forms of communication to Kathy Gillis. Gary Elbow reminded the group that every course in the Core Curriculum must address communication and that will be a great source of information when writing the plan.

**Next Meeting:** Smith
Chair Smith will send out a meeting request for the week of July 28th.
Adjournment: Chair Smith
Mr. Smith adjourned the meeting at 3:37 pm.