QEP Selection Committee Meeting Minutes
May 29, 2014

Members Present: Gary Smith, Catherine Parsoneault, David Roach, Nhung Pham, Susan Lang, Erin Justyna, Sara Spurgeon, Grace Hernandez, Todd Chambers, Aliza Wong, and Lisa Rogers.

Members Absent: Mary Frances Agnello, Kathy Austin, Gary Elbow, Kathleen Gillis, Stephanie, Borst, Amy Heard, Jobi Martinez, Elizabeth McDaniel, Paige Lehmann, Dylan Lewis, Jonathan Marks, Courtney Meyers, Jorge Ramirez, Nancy Soonpaa, and Fernando Valle.

Others present: Jennifer Hughes, Marcelo Schmidt, and Lisa James


Opening Comments: Gary Smith
Welcome and call to order at 2:09 pm.

Approved of May 22, 2014 minutes: Minutes were reviewed and approved by members.

SACSCOC Consultant Update: Dr. Catherine Parsoneault
Dr. Parsoneault provided an update on the consultants' contract negotiations. Final amendments to the contracts are being prepared and will be sent to Dr. Gerry Dizzino and Dr. Carter for signatures. Dr. Parsoneault and Jennifer Hughes are compiling a list of Core Requirements, Comprehensive Standards, and Federal Requirements for Drs. Dizzino and Carter for review. It was also decided that the consultants' time would be better spent on other tasks rather than facilitating QEP workshops for the committee members.

Task Force Reports:
Dr. Susan Lang reported for the Literature Review group. The group submitted its first draft to the Committee Chair for review.
Dr. Todd Chambers reported for the Resource group. Based on the previous survey sent to community constituents the group continues to collect additional resources from across campus.

External Survey Report: Dr. Marcelo Schmidt
Dr. Schmidt provided a presentation showing the survey's response data to all present. Overall, of those who responded, the survey indicates that the majority of issues identified in the survey are of "High Importance". The entire report will made available on the QEP website.

Outline and Timeline: Gary Smith
Mr. Smith offered to the group a corrected outline and timeline for completion of the QEP Report, including suggested deadlines for each draft section for review.

Other Items:
Jennifer Hughes reported that the QEP website is being updated and condensed for ease of viewing to include photos and the hashtag, "bearourbanners". Jennifer also reported that Post Cards & Video are being developed as marketing tools for the QEP and she has reserved a table at each RRO to present the QEP post cards to new incoming and transfer students. Dr. Parsoneault reported that she, Jennifer Hughes and Justin Louder met with the Sally Post of Communication & Marketing to propose a marketing campaign for the new QEP.

Next Meeting: Gary Smith
Chair Smith will check availability and send out a meeting request for June 9, 10, or 11.

Adjournment: Gary Smith
Chair Smith adjourned the meeting at 2:50 pm.