

September 24, 2014 QEP Core Meeting, 3:00 p.m.

In attendance: Heather Willett, Shelly Watkins, Kaan Ozmeral (by phone), Michelle Powell, Kevin Pearson, Constance Boahn, Amy Gustavson, Scott Byington

Thanks to Kevin for the treats! (Michelle has volunteered for the next meeting)

Updates and sharing:

- Michelle has purchased the ipod (to be given for a survey winner), contacted Rhonda Jones about a location on the Pittsboro campus for the QEP table during activity day, and will make sure we have a pad/easel for writing. She also has 4 netbooks ready to deploy for the survey.
- Constance shared the latest draft of the survey; will send it to Linda and Stormy for feedback and entry into SurveyMonkey.
- Constance stated the screen saver and countdown timer are still be discussed by the administration.
- Shelly shared the QEP buttons and shared the latest version of the posters.
- T-shirts were discussed; Shelly will finalize the design elements and send out for approval. Shirts are \$7 each. We will order 15.
- Shelly has shared that our cccc instagram page is up and going.
- Kevin's announcement to faculty and staff was approved by the group.
- Amy shared the website www.cccc.edu/gep She will ask about adding the Instagram, e-mail, and twitter links to the resource page
- Kaan has ordered the pens; we expect them soon.
- Heather and Scott shared that the cakes have been ordered for the Sweet Treats and QEP reception. Becky Howington is doing most of the work for this; the foundation will provide some door prizes.
- Heather also announced that Mike Neal will get Charlee cleaned up for the various events, chalk has been approved for QEP advertising at the various sites on Activity Day (she will confirm to make sure).

Among the discussion topics and action items...

- Agreed the survey would be open from October 14th until October 31st- give students time to access it and to encourage faculty to promote survey option to students the week of October 27th.
- Constance will tweak survey (separate faculty and staff) and consult with Linda/Stormy on the appropriate demographic data to collect
- Heather will send out an e-mail to all students about the QEP on October 14th
- Shelly will put in poster order (30 large and 50 small of each the three posters)
- Heather will check with Lorraine about inviting trustees to Sweet Treats event and about getting some nice cards printed that will go in faculty mailboxes
- Scott will check with Amanda Carter about getting a message out to Distance Education faculty and encourage faculty to post it on their Blackboard sites
- Shelly will house all of the items- please give any giveaways, stuff for other campuses to her
- The card originally discussed with info on it will be replaced by a bookmark- extra bookmarks will be given to Amy to distribute to the libraries
- The tease and launch events were discussed once more and roles were clarified.
- Heather shared that the cost of the pens, posters, t-shirts and ipod is about \$412.

- Time frame of upcoming events
 - October 10th, 9:00 a.m. QEP Core Team Meeting
 - October 15th- Lee Activity Day
 - October 16th- Chatham Activity Day
 - October 21st- Harnett Activity Day
 - October 24th, 9:00 a.m. QEP Core Team Meeting
 - October 27th, 3:00-4:30 Sweet Treats and the QEP
 - November 6th, PD Webinar 1
 - December 4th, PD Webinar 2
- We will discuss how to handle the professional development webinars on November 6th and December 4th as well as professional development day at a future meeting
- We are tentatively planning on focus groups in November at each of the main campuses

Meeting adjourned 4:50 p.m.