

October 10, 2014 QEP Core Meeting, 9:00 a.m.

In attendance: Heather Willett, Shelly Watkins, Kaan Ozmeral, Michelle Powell, Constance Boahn, Amy Gustavson, Scott Byington

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

Updates and sharing:

- Constance asked for any feedback on the survey; it is largely done and ready to deploy. Suggestions were made about including a question to identify faculty as con ed. Survey will also distinguish different divisions within the college to ensure that we have heard from all sectors
- Amy reported the QEP website is now live; a teaser ad is available on the main page
- Scott shared a draft of the DE announcement that we will ask all DE instructors to post on 10/15. Slight tweaks were made; Scott will coordinate with Amanda Carter to make sure this is deployed on or about the 15th.
- Heather stated that she is working with Lorraine to get the e-invitation to the Board of Trustees; it will go out early next week.
- Shelly reported progress on the t-shirts. We expect to get them in in about a week.
- Michelle shared bookmarks- these (the first version with the ipod reference) will be distributed at Activity Days and up until the 31st. After that, the second version without the ipod reference will be made available at the libraries.
- Kaan is going to get a t-shirt made for Charlee this weekend so that Charlee will be adorned for the activity days.
- Shelly also brought extra posters and those were distributed to core team members to put on campuses and buildings that have not been visited yet.

Among the discussion topics and action items...

- The Core Team feels ready for Activity Day launches. Logistics were discussed- Lee is 10/15, Chatham 10/16, and Harnett 10/21
 - Heather will check with Mike Neal about a Charlee at Pittsboro
 - The tent will be used at Lee and Harnett but not Chatham
- We discussed the Sweet Treats and QEP session on 10/27.
 - Heather will coordinate that all full-time faculty and staff receive an e-invite on the 15th, to coincide with the QEP launch.
 - Since we cannot accommodate all of the adjuncts at this event, we discussed ways to include the adjuncts in the QEP info gathering phase. We proposed developing a video specific to adjuncts to make them aware of the QEP and the survey.
 - Becky Howington is handling the logistics for the event
 - QEP Core team needs to be there between 2:15 and 2:30 to help as we can.
- After discussion, the QEP Core team agreed that we would ask Daisha for 3/31/15 for a PD session webinar as an update for QEP progress

- Heather raised the question as to whether our proposed schedule of the launch, multiple QEP PD sessions, focus groups and the whole college PD day on 12/17 may be too much for folks to work with. After discussion, we agreed to move the focus groups to January as part of the proposed relaunch.
 - Focus groups will be a think-pair-share variety
 - Include focus questions
- We discussed the November 6th, December 4th, and December 17th dates
 - November 6th session
 - Basic info about the QEP
 - Answering basic questions about the QEP
 - Why it is important (this will influence the college for years)
 - Introduce committee, what core team does
 - How to recommend a good QEP topic
 - Is there a need? How do you know?
 - Is there data we can find or gather?
 - What impact might this have on student learning?
 - Is it feasible?
 - To identify a topic doesn't mean you have to be in charge of it!
 - December 4th session
 - Feedback session (sharing some feedback already submitted)
 - Sharing example ideas?
 - How to recommend a good QEP topic
 - December 17th session
 - Brief intro
 - Focus questions for tables
- Re-launch ideas to occur in SP15...
 - Focus groups
 - Focus on other groups that we have not targeted in yet, e.g., community groups
 - Marketing may help us be able to develop a strategy
 - Survey may be an even better way of reaching community
 - Getting the students more involved in gathering ideas (SGA, Ambassadors, etc)
- A reminder and discussion that we need to make the QEP process professional and fun
 - A video a month? A fun video that can live on the QEP site to keep the conversation going and to encourage QEP website traffic?
 - Kaan will produce these spots with Charlee

Meeting adjourned at 10:45 a.m.