

November 7, 2014 QEP Core Meeting, 9:00 a.m.

In attendance: Shelly Watkins, Kaan Ozmeral, Michelle Powell, Constance Boahn, Kevin Pearson, Scott Byington

Thanks to Shelly for the treats!

Feedback on the November 6th broadcast to all campuses

- Core team has received feedback that this the session was focused, informative and staying close to the QEP mission
- Comment: Dr. Merritt re-iterated at the session that the QEP will need to come from or be linked with the strategic plan
- Scott mentioned that the trailer was shown at the beginning of the November 6th broadcast and was well received

Suggestions were offered on the first video and trailer

- As a way of driving web traffic to the QEP site, a suggestion was made that the QEP trailer video be sent in all CCCC e-mail; if someone clicks on it, he/she will be taken to the survey. Complete the survey? The guest can then watch the entire (regular length) video
 - Amy will make sure that the link to a the new videos will be made from the homepage
 - Constance confirmed with Stormy that we can make slight edits to the survey to allow this to happen
- Kevin will do a draft e-mail to all CCCC
 - Discussion centered around on whether an e-mail from Dr. Marchant should be sent to faculty/staff or whether it should be come from QEP e-mail
 - We will proceed with Dr. Marchant being the originator but will verify that he would want to do this rather than coming from someone else or the QEP account

Constance announced the winner of the iPod from the student drawing. Members of the Core Team will present it to her in class (she is a Lee County, seated student).

The Core Team discussed how there have been some initial ideas mentioned to them in passing and suggested at the November 6th session, including...

- Sustainability
- Communication
- Career planning (job skills, making sure you are in the right career
 - This started a broader conversation about possible topics arose...
 - We are going to create a special folder in our Shared Drive that will contain ideas that are submitted so that we can properly log them
 - Scott shared that he was invited to the Human Services department meeting a week before and he spoke about the QEP to the group. (We hope there will be more opportunities to speak to departments and different groups)
 - The Core Team briefly discussed a tentative time frame of doing a lot of focus groups in the January and February and then moving to the next phase of sifting through the ideas in detail in March.

One suggestion related to professional development day was discussed...

- When people are seated at tables, they be given just a few questions to work on as a team.
 - Here (and list a few) are some initial ideas that have been submitted. How do these connect with or integrated with the strategic plan?
 - Here is a particular objective in the strategic plan (assign them one or two). Please generate some possible QEP topics based on this specific strategic plan point.
 - Open ended... what are some ideas that might be important for the college to explore related to the QEP?
- The Core Team discussed the importance of a having a focused, clear objective for PD Day so we can get our best data. This is the only time we will have the faculty and staff together during the topic development phase.

QEP swag was discussed...

- Michelle will check on bookmark order
- Shelly will look at posters

Michelle and Scott talked about reading some QEPs prior to the November 6th session and the suggestion was made that all QEP Core team members try to read several QEPs from other colleges before the next meeting

Other possible promotional ideas were discussed

- QEP “float” - a golf cart on campus where we drive around and promote the QEP
- Flash mob
- More videos
 - After this discussion, the Core Team located Amy and filmed our “Top Ten” reasons to complete the QEP survey video with the assistance of Billy Freeman

Next meeting will be on Friday, November 21st, 11:30-1:00, location to be determined. Agenda topics:

- Planning December 4th event
- Planning for Professional Development Day
- Discussion of QEPs read by Core Team members
- A new video?
- Farming ideas- looking at initial topics to see if we can begin to group, organize them into initial blocks for discussion in focus groups

Meeting adjourned at 10:30 a.m.