

QEP Core Team

Minutes for November 21 meeting 11:30 – 1:00

In attendance: Constance Boahn, Amy Gustavson, Kaan Ozmeral, Michelle Powell, Shelly Watkins, and Heather Willet, co-chair

The new version of the bookmarks has arrived. Amy will divide them between the libraries on the three main campuses for distribution.

The goal of the December 4 webinar is to get ideas from participants. We need to market this in advance to generate ideas. We will provide snacks. The format will be think-pair-share. Employees who are not able to attend can send ideas to QEP e-mail or contact any member of the Core Team.

During the professional development day, employees seated together at tables will work as a team. We can provide each group with an objective from the Strategic Plan and ask them to brainstorm ideas. We should provide a prompt with a template using reporter inquiry words (who, what, when, where, why, how.) Amy will design a worksheet and share the draft for feedback. We will finalize the worksheet at our next meeting.

Extra QEP shirts can be added to the prizes for the raffle on PDD.

There was discussion of QEP information from other schools. We feel that we are on the right track with how we have been marketing and the progress we have made.

Janaye Bullock, the student whose name was drawn from the list of students who completed the online survey, will receive the iPod. We will request that she come to Student Services department to pick up the iPod, and we will take photos.

The online survey has been adjusted. The information about the iPod has been removed, and the link to the video has been added.

There have been 67 hits on the movie trailer, which is now on the homepage. Heather will check with Kevin about sending a mass email to students and employees. The Top 10 video will debut after the holiday break. Kaan will begin writing a new video with a Blues Brothers theme. We will film in January.

Shelly will develop a JibJab holiday greeting card from the QEP team. We can wear tacky Christmas sweaters to the next meeting to have a photo taken.

Heather will be attending a SACS meeting December 5 – 9, and she will share information at our next meeting.

The next meeting is planned for December 12 at 9:00.