

## QEP Core Team

### Minutes for December 12, 2014 meeting

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

Heather shared some best practices from her Nashville SACS workshop. She stated that many of the practices she learned about at the meeting were exactly the things we were doing at CCCC to introduce and then help select the QEP, including posters, surveys and other publicity events.

The bulk of the meeting was spent on discussions preparing for Professional Development Day the following week. We agreed that we would use a worksheet to help participants organize their thoughts so that we would get useful feedback. The worksheet would include Strategic Plan goals and objective to guide the conversation at each table, and then each table would focus on a specific goal and suggest ideas about specific QEPO topics under that goal.

- Specific to the event:
  - Kevin would introduce everyone to the QEP as a quick overview/Kaan would then direct them how to complete the worksheet
  - All members of the QEP team would then circulate and help tables that were getting stalled
  - Scott would then close after 15-20 minutes, preview next semester (focus groups were coming, hoped that people would want to continue the dialogue, etc.)
  - As QEP Core Team members were taking up the folders, we would show the Top 10 video (why you should complete the QEP survey)

We also discussed a preview of SP15, which would include a review of the PD data, looking the latest survey data, and then seeing if there are any major themes that we could use for focus group conversations.

Targeted focus groups were also discussed too- should we look at focus groups specifically aimed at chairs, dean, staff, etc? The consensus was yes if we could organize these in the spring.

Ideas to increase participation at the focus groups included providing food like pizza.

After the formal business meeting, we made our way to library and then posed for our QEP Holiday Card.

The next meeting will be January 16<sup>th</sup>, 11:00 a.m.