

QEP Core Team

Minutes for July 14, 2015 meeting

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

Heather reviewed the discussion from the meeting on July 13, 2015 concerning the QEP timeline.

- August: We plan to discuss the top 5-6 ideas with the President's Council in August. We will ask them to narrow the items to 3 ideas.
- September: We plan to market the QEP selection process.
- October: Voting will last approximately 3 weeks.
- November: We will transfer the QEP information to the implementation team.
- December: The QEP will be unveiled at PD day.

Stormy and Heather discussed the need for more specificity in the descriptions of each idea. Stormy reports that the PC would like to know more data and objectivity related to the ideas. Each idea should also have information regarding a general budget and materials needed for implementation of the ideas. Stormy reports that the QEP can be implemented in phases.

We discussed the different ideas and Stormy presented various data resources that can be utilized in objectifying the ideas for support. After this discussion, each QEP Core Team member used 6 votes to select their preferred ideas. The top 6 ideas were discussed verbally and condensed to 6 specific ideas by the Core Team.

Our next meeting is scheduled for July 27, 2015. Our goal prior to this meeting is to review the ideas selected and develop narratives for each idea including the objectives, measures and assessments, data, and possible methods for implementing the ideas. Information regarding the Strategic Plan should also be included in the narratives. Each QEP Core Team member was assigned an idea for writing a narrative which will be conducted in Google Drive.