

QEP Core Team

Minutes for August 28, 2015 meeting

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

We discussed our main goal at this time, which is narrowing the 4 possible QEP topics.

Stormy presented data regarding both advising and distance education and she provided this information to each team member, along with a verbal discussion of the data and its impact on the possible QEP topics.

Our projected timeline includes:

- Promoting the 4 topics in September and October
- Presenting to the President's Council in September or October with refined topics

There is a need to discuss these topics with staff and faculty who work specifically in the topic areas. We need to discuss DE with Amanda Matthews.

Next Thursday, September 2nd, is the scheduled PD session for the QEP. It will include:

- A review of our process thus far and how we arrived at these 4 topics
- An unveiling of the 4 topics, including
 - A narrative of the topic
 - Feedback
 - Support for focus groups, etc.
- A Think-Pair-Share activity with a partner will be conducted at the end of the session. Information will be collected for feedback on index cards.

September will include focus groups at different campuses. We will create several tools to advertise the 4 topics, including:

- 4 clips on the CCCC QEP website about each topic
- Posters with the topics, narratives, and the QEP website link

Activity Day is scheduled for the end of October. This will coordinate with the end of voting.

Focus groups with a focus on each topic, as well as pizza, will be conducted at each campus.

Our next meeting is planned for September 4th. By that point, QEP members will discuss the PD session and feedback received from faculty and staff.