

QEP Committee

Minutes
June 2, 2021

Opening

The meeting of the QEP Committee was called to order at 10:00 am, June 2, 2021 on WebEx by Chuck Griffin.

Present

Chuck Griffin
Lynda Civils
Happy Gingras
Brian Miller
Charmaine Smith
Brook Cathey
Teresa Griffith
Ken Peel

Old Business

Reviewed presentation schedule to Advisory Boards. Chuck requested everyone update the document on our team's page that records the date, program, and presenter.

New Business

Brian Miller asked if we had received any feedback from the Advisory Board meetings we had attended. Chuck mentioned that topic selection was consistently applauded as timely, and important by members of the various boards.

Charmaine Smith reviewed database available through system office supporting our topic selection.

The committee agreed to use the QEP teams page as a repository for all information, files, etc. so all information will be housed in one place. Advantage when writing reports and 5th year report.

Brook Cathey discussed survey she is giving to all her online classes about distance learning. She will share with the group and all group faculty members are going to do the same to gather even more data to supplement the surveys.

Brian Miller reminded us of data his department sent to our group for review. This data was reviewed by the group in an earlier meeting and was extremely helpful.

Happy Gingras is going to reach out to Andrea about updating the Quality Matters and COI data to support our QEP strategies.

Chuck is going to write rough draft of faculty/staff and student surveys, email to Lynda and review at next meeting.

After the committee reviews the survey questions in 2 weeks we will schedule a meeting with Jennifer to finalize the format.

Adjournment

Meeting was adjourned at 10:45 am by Chuck Griffin. and Lynda Civils. The committee has a recurring meeting every 2 weeks until further notice.

Minutes submitted by: Chuck Griffin