

QEP Committee
Minutes
March 2nd, 2022

Opening: The meeting of the QEP Committee called to order at 1:00 pm, March 2, 2022, on WebEx by Dr. Miller and Chuck Griffin.

Attendees:

Dr. Brian Miller
Chuck Griffin
Brook Cathey
Charmaine Smith
Happy Gingras
Karen Moody
Kelli Johnson
Ken Peel
Teresa Griffin
Tonya Leggett

Old Business:

- Review Logo/Branding submissions
- Mandy and Karen: working with class to create a marketing plan
- Literature review updates

New Business:

- Pick a Logo winner and discuss any revisions
- Marketing Budget and Promotional Considerations e.g., mouse pads, phone stands, t-shirts, etc.
- Plan to prioritize informing students, staff, and faculty of the QEP (April-August)
- Timelines for rough draft, revisions, and summary to the editors.

Chuck: Discussed promoting QEP on campus for faculty, staff and students and reflecting on the budget set for promotional items.

Karen and Mandy have been working on a Marketing plan with their students, logo submissions, and ideas for promotional items for students.

Chuck informed the committee a new QEP Report Team consisting of **Chuck, Lynda and Happy** will work on specific areas of the QEP. They will be formatting a rough draft of QEP such as sections for Leadership Team, Compliance Certification Team; QEP Development Team, and working on a table of content, executive summary, and other development information for QEP document. Update on Kelli and others who completed the literature review.

Chuck reflected on requesting data from Mat with pertinent dates of online class history at PCC. Dr. Miller will assist in retrieving information from 2016 to 2021/2022.

Discussed continued work on the Marketing Plan and Happy's trainings will be included with in the plan. Make the QEP available to the committee and make editing suggestions, then create a QEP draft to give the editors in the English department and once it is completed a final QEP report will be present to Dr. Rouse, Dr. Gould, and Dr. Miller for their approval.

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Chuck and Dr. Miller discussed wanting to have the rough draft completed by May and final draft completed and given to Dr. Rouse and Dr. Gould for review by June 15th.

Dr. Miller discussed the final copy of the QEP, the timeline for mailing the document to the Lead Evaluator and Evaluating Committee with a postmarked of August 1st, 2022. On Sept. 26th SACS will be on campus.

Chuck provided an update on the readiness of writing the QEP document; committee members may be assigned various tasks moving forward to aid in the completion of the QEP document. Chuck and Lynda will formally get together to write the document in the next 2-3 weeks and will discuss updates at next QEP meeting.

Chuck reported that the QEP Brief is on the Team's Page, it is the most current document. He asks that committee members **DO NOT** amend the QEP document on Team's page due to formatting issues and only make comments and suggestions for changes.

Dr. Miller discussed creating a presentation and selecting speakers to schedule and present QEP information and outcomes at various departmental meetings. He suggested QEP information and outcomes be presented at a PCC Town Hall; present to the Board of Trustee, feature the QEP with the President's update, and discuss progress at a PLT meeting before July.

Mr. Miller suggested having a variety of approaches to educate on the QEP. E.g. Create a 7-minute presentation to present to various Boards and Committees. Tuesday May 24th at 4pm Board meeting (Dr. Miller will request the QEP be added to the agenda), Thursday May 5th Policy Program Committee.

Chuck: Discussed creating a brief video to inform faculty, staff, and students on the QEP; having 2-3 narrators supplying 2 minutes of information on the QEP topic: Online Student Success.

Charmaine suggested having the Marketing Department turn the one-page QEP Brief into an Infographic. **Chuck** agreed and will make a digital request to Marketing to format QEP Brief into an Infographic.

Chuck and Committee discussed and reviewed logo submissions; the committee chose a QEP logo/winner. Charmaine will reach out to the winner to request a revision with wording. (Online Student Success)

Charmaine: Shared a link for a promotional idea; discussed the Logo submissions and the steps needed to recreate the logo for marketing materials.

Chuck: provided an update on Lynda and his work to get topic information to Ken for a Moodle student training.

Ken Peel: Discussed the information received from students in the Chat Box and responses to the student's Moodle questions.

Dates to Note

April-August there will be a focus on promoting QEP to faculty, staff, and students

5/5 Policy Program Committee Meeting

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5/24 Board of Trustees Meeting

6/15 final deadline for the QEP revisions

Chuck: will send out the next meeting date to be scheduled after Spring Break.

Assignments and Update for Next Meeting:

Chuck will make a request with Marketing: Request the QEP Brief be reformatted into an Infographic

Chuck, Lynda and Ken: Continued work on Student Moodle Training

Lynda and Chuck: Continued work on the rough draft of the QEP

Dr. Miller will request data from Mat regarding online class data PCC

Dr. Miller will request a brief presentation of the QEP be added to the Agenda for the May 24th Board Meeting

Next Meeting Agenda:

Vote on promotional items from Action Advertising for faculty, staff and students

Review the finalized logo with suggested revisions

Updates on the QEP daft

Adjournment:

Meeting was adjourned at 1:52 pm by Chuck Griffin. The next committee meeting TBA.

Notes taken by Tonya Leggett.