

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
1	2:30	1	2.12	Define Focus	Team looked at 2005 QEP to see where we need to go, defined direction to proceed and focus.	
2	2:40	2	2.12, 3.3.2	Consult Resource Manual	Team looked at SACS Resource Manual for standards for CR 2.12 & 3.3.2. Team opted to upload the CR responses into WEAVE.	
3	2:50	3	2.12, 3.3.2	Overview	The new QEP ultimately must tie personal responsibility to mission statement	
4	3:00	4	2.12, 3.3.2	Assign Tasks	Need to assign pieces of the QEP to team members. Jill & Jamie will clean up personal responsibility definition, Chris will review & condense SLOs & rubrics, team will address the focus of the plan. Jill & Jamie will narrow down the personal responsibility definition to between 3-5 SLOs. Entire team is to review the 2005 QEP Objectives & brainstorm some strategies, especially under Objective 3 which relates to faculty & the classroom. Need to come up with strategies the institution can use to get students there; this new QEP will be rolled out to everyone so strategies need to be broad enough to encompass all disciplines.	
5	3:40	5	2.12, 3.3.2	Review of 2005 QEP Goals & Objectives	Beginning with Executive Summary, team will follow 2005 QEP as guide for developing 2016 QEP, with focus on personal responsibility rather than critical thinking. Team looked at timeline, budget & objectives of old QEP and begin revising it for new QEP and saved the revised document it to Canvas.	