



**ALAMO  
COLLEGES**

ST. PHILIP'S COLLEGE

**SACS REAFFIRMATION 2016 - AGENDA / MEETING**

**Functional Team: \_\_QEP\_\_**

**Meeting Date: \_\_2/11/2014\_\_**

**Attendees: Margaret Carrasco, Christopher Davis, Jaime Miranda, Sean Nighbert,  
Tom Smith, Sonia Valdez, Jill Zimmerman**



*Southern Association of Colleges and Schools  
Commission on Colleges*

ITEM	TIME	AGENDA ITEM	ACTION ITEMS	NOTES
1	12:00	Review assigned roles, making sure everyone understands their responsibilities	Roles and responsibilities assigned	Sean Nighbert = Team Leader Jill Zimmerman = Facilitator Christopher Davis = Taskmaster Margaret Carrasco = Recorder
2	12:10	Review your principles, get a feel for what you are dealing with	QEP CR 2.12 and CS 3.3.2	Distributed Resource Manual descriptions of each standard and reviewed rationale, documentation and relevant questions for consideration
3	12:15	Identify principles that may be of concern	Personal Responsibility	This QEP measure must be addressed. Examples could include academic integrity, honor code, SEG, financial literacy, FoE
4	12:20	Assign team members to specific principles	Review of QEP resources	Between now and August 2014, everyone will review QEP literature, including topics of student involvement, activities, and writing
5	12:30	Make sure all team members review Phase 1 narrative responses for their assigned principles	Phase I Specifics	Sean will go to AlamoShare for Phase I specifics and Chris Davis will create a Canvas shell place for the team's documents
6	12:35	Develop a meeting schedule through the rest of the semester	Mondays from 2:30 to 4:00 p.m.	Next meeting either February 24 <sup>th</sup> or March 3 <sup>rd</sup>
7	12:35	Report meeting minutes on standardized agenda/minutes template and send to Rhonda	Minutes prepared	Distributed to all SACS Functional Team members and Rhonda Johnson
8	12:40	Review assigned roles, making sure everyone understands their responsibilities	Individuals assigned responsibilities	Sonia will explore the position of leadership on QEP and assessment. Sean will follow-up regarding the A&M presenters. Jill will begin a literature review.
9	12:40	Review your principles, get a feel for what you are dealing with	Review	Everyone will review QEP literature
10	12:40	Identify principles that may be of concern	Personal Responsibility	Examples