

**Case for Reqs/Std:**  
 \_ CR2.12 QEP  
 \_ CS3.3.2 QEP outcomes\*  
 \_ QEP DOCUMENT



**SACS REAFFIRMATION 2016 Agenda/Minutes**

**QUALITY ENHANCEMENT PLAN**  
 CORE TEAM AGENDA/MINUTES  
 DATE: 2/17/2015



*Southern Association of Colleges and Schools  
 Commission on Colleges*

ST. PHILIP'S COLLEGE

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
	2:00	1		Progress of the plan update	With the exception of the Conclusion all sections are very close to completely drafted. The detailed timeline is incomplete and membership lists are incomplete. References and Appendices are not yet fully compiled. Latest draft versions are posted on CANVAS	
	2:10	2		Decide upon a common statement for SPC course Syllabi	The group decided: "St. Philip's College is committed to quality education; as such, the 2016 Quality Enhancement Plan focus is: Ethical decision-making requires the ability to connect choices and actions to consequences." The CT believes that the logo placed with the syllabus statement will help draw attention to the QEP focus. No one on the CT knows who has the campus master key for course syllabi. Various places within the syllabi to place the statement were discussed. While it seems logical for it to be placed in the College policies section, the team preferred that QEP focus statement placement be as close to the top/beginning of the syllabi in order to maximize impact.	
	2:20	3		Review draft proposal sections for: 1. Overall flow and connectivity 2. Content revision suggestions 3. Grammar, punctuation, spelling	Paper drafts of the QEP to date were reviewed. Overall flow and connectivity is good. The team edited the following sections for content, grammar, punctuation, word choice, etc. Executive summary, organization of the document, CH1: Institutional Process.  Is was suggested that all tables and figures be numbered and an index prepared  The team will work individually during the week to complete editing of the draft and provide comments	

					to QEP co-directors by Friday 2/18/15	
	3:20			Work on detailed timeline in Ch. 3: Institutional Capability	Did not accomplish today due to time	
	3:45	4		<p>Timeline update:  All drafts submitted by COB Friday, 2/20.  Complied into one document by 2/23.  Posted to website for campus-wide Call to Comment 2/24 until 3/1.  Will request deadline extension from Senior Leadership to ensure input from Assessment and Institutional Capability sub-committees currently assigned to SACSCOC compliance and unavailable, and to allow for time to incorporate campus feedback. March 10<sup>th</sup> will be suggested target.</p>	<p>The core team is working toward completing drafts by Friday. Assessment Team subcommittee has been unable to contribute due to work on SACSCOC compliance report; will attempt to meet during the week for feedback from this team.  Jill Zimmerman (QEP webmaster) will be out to attend a conference next week; will coordinate with Johnny Rodriguez in order to post the draft proposal to the website for Call to Comment next week.  Deadline extension will be requested for submission of QEP to Senior Leadership.  There is some concern with moving the deadline as the Core Team is also the Implementation Team and time is needed to prepare instructional materials for faculty workshops to begin in August. We will wait to begin Implementation Committee work pending approval of the QEP from senior leadership.</p>	
	4:00	5		Next steps/Recommendations	<p>Division meetings this week will allow for a vote to choose the QEP logo from top 3 choices.  Interdisciplinary Division Meeting has already occurred and voting for the logo did not happen; will follow up with PR.</p>	