SACS REAFFIRMATION 2016   Agenda/Minutes

A L A M O
COLLEGES

ST. PHILIP'S COLLEGE

QUALITY ENHANCEMENT PLAN
IMPLEMENTATION TEAM
AGENDA/MINUTES 4-14-2015

SACS COC
Southern Association of Colleges and Schools
Commission on Colleges

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
	2:00	1		Review and approve minutes from 3-31 meeting	Meeting minutes from 3/31/15 approved without change.	
	2:10	2		Update regarding progress of the QEP proposal	The completion deadline for the QEP proposal is tomorrow. A few changes have been made based on advice from assessment experts. When the feedback matches, it is particularly important that we pay attention. Laura Miele reviewed the current assessment recommendation. Using the Defining Issues Test Version 2 (DIT2) will require in-house work in correlating the QEP with the SLO's. Some additional information was added to the Best Practices section. The budget also continues to evolve.	
	2:15	3		Review tasks due per Implementation Team timeline	**Dr. Williams** shared a potential student special project in the form of a handout entitled "What Would You Do?" This garnered a positive response. This activity would require documentation and the collection of student feedback. **Dr. Johnson** shared an edited version of the power point slide for New Student Orientation. It was determined that the	

				goal as listed on the slide should be verbatim from the proposal. A copy of the New Student Orientation Pre and Post-Test Questionnaire was shared. This focuses on the ability of the student to identify the QEP focus of Ethical Decision-Making. A copy of the **Tip of the Week** contributions was shared. The committee should pick what stays and what goes by next week. This should be in the form of an e-mail to the committee.	
	2:15	4		Discuss placement of focus statement in syllabus	Laura Miele shared that this issue seems to be one of software, not one of autonomy. Discussion ensued relating to the positioning of the focus statement. At that time, it was decided that the best place for this information would be in the "Meeting Times" section of syllabi; however, Dr. Davis was able to add in both focus statement and logo at the very top of the form, something we had previously been told was not able to be done. It is thought that by including this at the top, it will add to the importance of the information. Adding this information will be the responsibility of the Department Chairs and the SPC VP will be asked to generate an e-mail requesting that this be done. Sean Nighbert will assist by getting the topic on the agenda of the next meeting of Department Chairs.	
	2:30	5		Brainstorm a plan to provide faculty professional development prior to end of semester for teaching ethical decision-making	It has been requested by Leadership that Professional Development occur during this semester rather than waiting until Fall of 2015. The tentative date is 5/1/15 from 1-3pm in the Heritage Room. Laura Miele and Jill Zimmerman have agreed to come up with a survey for this activity. It will be videotaped for faculty not able to attend. Food will be provided in order to provide for a greater turnout.	
	2:45	6		Recommendations & Suggestions	The Core Team will meet next week. The Implementation Team will reconvene in two weeks. Laura Miele to provide relevant updates via e-mail.	