



ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
	2:00	1		Review and approve minutes from 4-14 meeting	Minutes approved as submitted.	
	2:10	2		Update regarding progress of the QEP proposal	 <p>The document must be 100 pages or less. A few final items are being tweaked but permission has been granted to share the current draft form campus wide, which will occur on Friday. Final internal deadline is 5/30/15. The QEP proposal is due to SACS six weeks prior to the site visit scheduled for October, 2015. Laura Miele will share QEP proposal tomorrow when meeting with QEP Directors from SAC and NWV.</p>	
	2:15	3		Review tasks due per Implementation Team timeline	<b>Student Projects:</b> "What Would You Do" scenarios will be implemented at the Student Leader Retreat. It was suggested that on Wednesdays (Spirit Day), scenarios be passed out to student who would be able to document their comments, suggestions, and/or solutions on a big board. This can also be adapted for the monthly sessions for student leaders. Dr. McPherson Williams to follow up with	

					<p>Maria Botello regarding potential skit involving members of Phi Beta Kappa. Video case examples are also being discussed. <b>Focus Groups:</b> Kevin Schantz is awaiting guidance from Dr. Hinojosa and Dr. Machen as to questions to be used. Kevin will plan dates, times and will facilitate discussions. This topic will be revisited after everyone has had a chance to view QEP proposal. We are also needing a way to evaluate what is done. <b>Academic Planners:</b> The person who handles its content is Rosalinda Rivas. PR currently formatting. <b>Student Organizations Handbook:</b> being updated. <b>Student Success Newsletter:</b> Info is in April edition; the draft for May has been sent out for approval. <b>Divisional Roundtables:</b> still being developed. <b>Learning Commons:</b> There is no content as yet. Dr. Davis suggested that pilot faculty be stewards of the shell. <b>Tip of the Week:</b> Top 16 ranked per vote due in May. Awaiting input from PR as to when to kick off. Dr. Machen would like some of the tips to be included in the Student Success Newsletter.</p>	
	2:15	4		Discuss placement of focus statement in syllabus	Dr. Davis to provide prototype of specific instructions. The instructions should be provided through Office of the VP for Academic Success to ensure compliance.	
	2:30	5		Discuss garnering staff feedback during QEP	It is important that we stress the importance of staff input at Staff Retreat as well as throughout process. The assessments will be tweaked to include staff. Laura Miele shared what will be used on Friday for assessment purposes.	
	2:45	6		Review materials for QEP Faculty & Staff Retreat Friday May 1, 2015; finalize preparations	45 people have registered for this event as of the time of this meeting. Dr. David shared the Jeopardy quiz and suggestions were made as to how best tweak this. Laura Miele shared the power point presentation. There was discussion related to using the Pew Trust Global Views on Morality statistics as a springboard for discussion. All agreed that it was pertinent and engaging. The objectives will have to be modified to reflect the goal of enlightening faculty/staff to their own biases as well as understanding the diverse outlooks that comprise our student population. Run-through of the program is set for 3 pm on Thursday prior to Friday's presentation.	

