ALAMO COLLEGES

ST. PHILIP'S COLLEGE

SACS REAFFIRMATION 2016   Agenda/Minutes

QUALITY ENHANCEMENT PLAN
CORE TEAM AGENDA/MINUTES
DATE: 5/05/2015

SACS COC

Southern Association of Colleges and Schools
Commission on Colleges

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
	2:00			Review approve 4-21-15 Core Team Minutes	Minutes approved as written.	
	2:05	1		Discuss status of draft and update on QEP activities	A draft of the QEP Proposal has been uploaded to the website. PR Department is to make announcement related to this today.	
	2:15	2		SWC Retreat tomorrow 5.6.15 @ 3:30; discuss tasks to prepare	Survey results were excellent from last week's Retreat. Tomorrow's presentation is for Science & Technology Division along with any other staff/faculty who could not make last week's Retreat. Dean Beardsall to have short division meeting prior to presentation.	
	2:45	3		Discuss Professional Development Week QEP events	There are currently 13 scheduled to participate in the pilot training. It was suggested that case studies and step-by-step protocols for adapting ethical decision-making into the curriculum be used. Sandra McGuire, originally supposed to speak at January's cancelled Saturday professional development session will be coming back to speak on Ethical Decision-Making at the All-College Meeting.	
	3:00	4		Discuss/develop tentative Employee Development Day QEP agenda	Employee Development Day is scheduled for 10/28/15, which occurs after our site visit. Ideas for this day include having different	

					booths where representatives share specialized knowledge; i.e., resources booth manned by librarians, using technology, sharing samples of case studies, etc. It was suggested that a representative from Trinity University might be able to share his knowledge on information integrity.	
	3:15	5		Discuss/propose structure for the Learning Commons	Dr. Davis will obtain shells to develop information for Learning Commons. It is still suggested that those participating in the pilot be the ones to oversee the content. It was agreed that there should be individual files/pages for posting artifacts, sharing of previously vetted assignments, literature review, assignments from outside sources, a resource page, and a link to the draft of the QEP proposal.	
	3:20			Discuss/propose topics and questions for student focus groups	Dr. Schantz had asked for guidance related to topics for student focus groups. It was agreed that assessing awareness of the QEP goals/focus was the place to start. Laura inquired about a rubric to assess group discussions related to ethical decision-making. It was also suggested that a Student Ethics Club be formed.	
	3:30			Discuss QEP at Convocation	Sandra McGuire to speak at All-College Meeting.	
	3:45	6		Next steps	A draft of the QEP section of the handbook was shared with the team. Summer meetings were scheduled for first and third Tuesdays for Core Team and second and fourth Tuesdays for Implementation Team.	

Minutes Approved 5/19/15

Jill DeHoog