

**Case for Reqs/Std:**

- \_ CR2.12 QEP
- \_ CS3.3.2 QEP outcomes\*
- \_ QEP DOCUMENT



ST. PHILIP'S COLLEGE

**SACSCOC REAFFIRMATION 2016 Agenda/Minutes**

**QUALITY ENHANCEMENT PLAN  
CORE TEAM AGENDA/MINUTES  
DATE: 6/30/2015**



*Southern Association of Colleges and Schools  
Commission on Colleges*

TIME	AGENDA ITEM	QEP STRATEGY	ACTIONS	NOTES	ESCALATION ISSUE Y/N
2:00	1	4	Review/approve 6-16-15 Core Team Minutes	The team agreed to review minutes via email for approval. Laura Miele to send to Core Team 7-1-15. Sean Nighbert agreed to accept recorder duties for the team during the summer as Jill Dehoog is no longer able to meet with the team due to teaching obligations.	
2:05	2	4	Status of QEP Proposal	The team was updated on the status of the draft. We are on target for July 30 <sup>th</sup> SACSCOC submission. Dr. Hinojosa submitted the Executive Summary to our SACSCOC liaison Dr. Goldstein.	
2:15	3	3,2	Discuss Phi Theta Kappa EDM video production	PTK President Cassandra Alderete provided an update on the skits which the students are working to create and video. The students have selected discrimination as a topic rather than the previously chosen topic: theft. Mr. Fuller has reviewed the two scripts on sexual harassment and bullying created by the students that he received via email. Mr. Fuller provided editing suggestions for the students to assist them with scripting a more realistic scenario for the topic. Cassandra will share the feedback with the PTK team and Maria Botello, PTK advisor.	
2:30	4	1	Discuss framework for Learning Commons	Dr. Davis provided an update. Currently he is working to set up a meeting with the faculty members of the Pilot workshop scheduled for August to gain their input.	
2:45	5	4,1,2	Discuss upcoming presentation schedule Aug 14 Chair Academy Aug 15 All College Meeting Aug 18 QEP Retreat Repeat Aug 19 QEP Pilot Faculty Workshop Oct 28 Employee Development Day Set Dates for luncheons for Administrative Assistants and student workers in July and August	All upcoming events were discussed. The revised agenda for the Pilot Faculty Workshop was approved. The team continued discussion of options for EDM professional development offerings during Employee Development Day to include a panel discussion, vs. booths, vs. an additional small faculty workshop. The team will coordinate with Luis Lopez to complete the QEP agenda for this event. The team agreed to luncheons for administrative assistants and	

				student workers this summer to increase QEP awareness.	
3:15	6	4	Discuss PR Plan	Tracy Ross Garcia provided an update. The team approved the promotional items demonstrated. Screen savers to contain QEP information and digital signage will post beginning July 1 <sup>st</sup> . Tracy is coordinating with College Services to determine the number of posters required in order to supply one for each classroom and a larger poster near each building entrance. It was suggested we work to find a consistent and visually pleasing method of presenting the posters. Other ideas included QEP yard signs to post during QEP events. Additionally the team discussed the need to increase the PR budget sufficiently to cover costs of 1500 T-shirts. T-shirts to be ordered this week with desired delivery prior to the summer luncheons.	Y
3:25	7	1	Review updated agenda for Pilot Faculty Workshop	The updated agenda was approved.	
3:35	8	1	Discuss Employee Development Day - Faculty Workshop v. EDM 'showcase'	The team will continue work on the agenda in coordination with the IIC.	
3:45	9		Next steps/suggestions	The team reviewed the questions drafted by the Presidential Cabinet for SACSCOC regarding QEP. No additional questions were recommended by the Core Team. The Core team agreed that it was unnecessary at this time to meet weekly separately from the Implementation Team. QEP Core Team will not meet separately from the IT team in July. The next IT team meeting is scheduled for July 14 <sup>th</sup> .	



QEP Key Strategies

1. Faculty & Staff professional development
2. Faculty-Student best practice sharing
3. Student Engagement in ethical decision-making learning activities
4. St. Philip's College community-wide ethical decision-making awareness

Minutes approved 7-14-15

Laura Miele, Recorder, Chair