QEP Task Force
ASC—A400
May 6, 2010
MINUTES

Present—Hamdan Ahmad, Allison Bruce, Gloria Estrada, Charles Fitzgerald, Grace Haddox, David Henry, Gail Mallinson, Mark Norbeck, Rebecca Perales, Joyce Ritchey, Alberto Villegas

Absent but called—Linda Brown, John Lencyk, Maria Prospero, Ernesto Soto, Antonio Vargas

Guest—Arvis Jones

Meeting was called to order at 3:30 pm.

Grace Haddox discussed briefly the genesis of the group. The Quality Enhancement Task Force is a conglomeration of people who formerly served on the SACS Accreditation Awareness Task Force, people who were invited to serve on the new QEP Task Force, and people who solicited membership. There are still a few more slots that need to be filled (by student representatives and someone from faculty development, for example), and the group should be finalized in the fall.

A few documents were distributed and briefly discussed. One was the new timeline that includes a SACS description of the QEP, new deadlines, and activities for faculty and staff. Further, a chapter from the *Handbook for Institutions Seeking Reaffirmation* concerning the steps for creating the QEP was distributed for summer reading.

David Henry asked for a more detailed description of the QEP. Joyce Ritchey, Gail Mallinson, Becky Peralta, and Grace Haddox described to the group that the QEP topic must have broad-based participation in its creation. Also, it could be driven by or derived from institutional research. We must narrow the topic down (after we receive suggestions from faculty, staff, students, administration, etc.) and create SLOs and an assessment for the QEP. It must be a project that will be ready to be implemented as soon as the SACS visit is over and SACS has approved the project. Lastly, it must touch most students and enhance their quality of learning or the environment that supports student learning at EPCC.

Grace Haddox put forth that faculty development week in the fall will be key to getting the word out. A short presentation might be put together and given to deans for the Thursday night division meetings. Also, informal suggestions from faculty and staff may be solicited at the Thursday night meeting. Grace Haddox is going to meet with Drs. Rhodes and Brown to discuss presenting the QEP at the Monday afternoon General Session.
A list of college websites that have posted their QEPs was distributed. Members of the task force can read the different projects and evaluate them.

Gloria Estrada asked about complete list of SLOs for all disciplines, and Grace Haddox will get in touch with Norman Love or Maria Gomez for a complete listing.

Grace Haddox asked for a note taker in the fall, but no one volunteered for the job. This item will be revisited in September.

Meetings for next fall 2010 and spring 2011 were set on the second Tuesday of each month: Sept. 14, Oct. 12, Nov. 9, Feb. 8, March 8, and April 12. Meetings will be at 3:30 tentatively at the ASC in room A-400. A few instructors may need to leave early due to 5:30 classes.

Meeting adjourned at 4:25 pm.