

**QEP Development Committee Meeting
Minutes**

Date: October 13, 2023

Time: 11:00 am

Location: MCC 2703

Present: Jeremy Bennett, Kristen Corbell, Rich DePolt, Amanda Fields, LaTia Hairston, Keith Karriker, Lisa Koretoff, Justin Lyons, Ann Proudfit, Brad Spielman, Nathan Wilsford

Recorder:

Facilitator: Amanda Fields

TOPIC	TYPE	PRESENTER(S)	NOTES
Welcome/Introductions		Amanda Fields	
Brainstorming Activity for Strategies and Outcomes		All	<p>Those in attendance brainstormed areas that we felt needed to be researched for identifying strategies and outcomes. Ideas were generated for how to accomplish the main areas that could potentially form the QEP. The areas that came out of the brainstorming activity were the following with a plan for subcommittees to begin meeting in Spring 2024. The leadership of the teams would be representatives from the QEP Development team.</p> <p>Community College Teams - researching other schools to find out current plans and whether they still are attendance-taking or not</p> <p>-Field Trip Team - physically visiting our three peer colleges in NC to research what follows: records, financial aid, compliance/auditing, IR, curriculum/instruction, and onboarding for students</p> <p>-Professional Development Team - looking into how to share this new plan with faculty and staff as well as the student development teams</p> <p>-Census Re-design Team - improve our current census challenges by gathering the individuals gathered back in August</p> <p>-Administrative Withdrawal Team - committee to work with departments (cosmetology and aviation) who currently have attendance requirements as well as programs (veterans) and determine how this process will work (I would suggest that a person from the registrar's office be on this committee as well)</p> <p>-Observation and Measurement and Reporting Team - work on the logistics for measurement and reporting</p> <p>-Policy and Procedure Team - craft the actual policy and determine the logistics for procedure (this group might also want to have a common individual on the census team and another on the professional development team)</p> <p>The next meeting was scheduled for November 17, 2023.</p>

Next Meeting	Discussion		TBA
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