

## QEP Development Committee Meeting 18 Minutes

April 14, 2008

The QEP Development Committee Meeting was called to order at 12 pm in rooms 204 and 208 via ITV connection. Members present were Dennis Taylor, Marian Grona, Dean Johnston, Justin Miller, Mike McCoy, Roxie Hill, Rita Lee, Paula Whitman, Stacy Kuehn, Joe Johnston, Nancy Smith, Jim Binion, James Graham, and Cindy Coufal. Dr. Brenda Kays attended as an invited guest.

1. **Approval of minutes.** Dennis Taylor made the motion to approve the minutes with the correction of a room change. Marian Grona seconded the motion. Motion passed unanimously.
2. **Staff Development Fall 2008.** The committee decided that it should be a duty of the new QEP Director to coordinate staff development efforts. Dr. Kays said that she had \$3500 to spend and that Julie Watts could begin preliminary contacts with professional speakers.
3. **New Pilot Project Proposals.** Cindy sent an e-mail on March 27, 2008 to all members of the college community inviting participants to apply for a second round of engagement pilot projects. Proposals were due by April 11, 2008. Greg Fowler and Larry Jordan returned pilot proposals. Committee members agreed that Cindy should encourage the deans and directors from the student support areas to propose pilot projects since their areas are also vital to the QEP. The committee will review those proposals on April 28, 2008. Dr. Kays informed the committee that the new VConnected members could attend the NISOD conference this summer along with the new QEP Director.
4. **QEP Director Job Description.**  
The committee discussed the requirements for the QEP Director and expressed concern that such a rigorous position should not be filled as a part-time capacity. Dennis Taylor made the following motion: "In order to ensure a smooth transition from the Development to the Implementation phases of the QEP, a permanent, full-time (12-month) person must be hired to fulfill the current and future requirements of SACS. The Leadership Team will determine the economic feasibility and parameters of filling the position." Jim Binion seconded the motion. Motion passed unanimously.
5. **Adjournment.** The meeting was adjourned at 1:05 p.m. with the next meeting being set as a joint meeting between this committee and the Leadership Committee for April 28, 2008 at 12 pm in rooms 204 in Vernon and 208 at Century City.