

Minutes of the QEP Implementation Committee
Via Compressed Video on the Christanna and Daniel Campuses
Thursday, March 13, 2008
2 p.m.

Present: Crystal Jones, Stanley Johnson, Krystal Pollock, Robert Owens, Jack Ancell, Kelley Barnes, Joan Tuck, Blair Potts, Martha Reed, Al Yoder, Ashley Leslie, Mike Stinson, Chad Patton, Liz Grizzard, Ben George, Tom Wisbey, Elizabeth Elam, Judy Lloyd

- Crystal Jones and Stanley Johnson distributed the list of sub-committees and chairs for each QEP goal.
- Sub-committee chairs can continue to recruit faculty members to participate in their group—needs to be faculty driven.
- Sub-committees need to focus on criteria and deadlines of their goal(s).
- July 2008 is packed for deadlines. Many goals must be met by this time.
- Sub-committee chairs need to contact Blair Potts if they want an organization set up in Blackboard for their group.
- Robert Owens requested a breakdown list of both full and adjunct faculty that actively taught online in the past several years. Blair Potts will compile this list and send out to QEP Committee
- Crystal Jones stated that everyone has access to the official QEP document online. The official QEP document includes a month-by-month breakdown of goals/criteria that are to be met during a particular month.
- Crystal Jones stated that faculty development falls under Goal 12. If anyone has suggestions for possible faculty development or finds faculty development they would like to participate in that will benefit QEP let Crystal, Stanley Johnson, or the QEP Committee know.
- Stanley Johnson stated that the College Faculty Development Committee has suggested that the QEP provide for adjunct faculty training as funds are available. This suggestion was referred to the Goal 12 Subcommittee.
- Tom Wisbey suggested that sub-committees focus on possible budget money that will be needed for QEP implementation next year. He also suggested that sub-committees create budgets (if needed) for next year and submit them to Peter Hunt, Dean's of Instruction, and QEP Implementation Chairs
- Kelley Barnes stated that she plans to discuss QEP Goal 11(focuses on website) at the next Web Committee meeting
- Blair Potts reported on Readiness-Assessment (Goal 3). The Goal 3 Sub-committee is currently gathering input from faculty on student readiness skills for online learning. All input will be placed in the Instructional Technology Organization Discussion Board on Blackboard for all to view.

- Crystal Jones stated that all sub-committees are responsible for meeting and working towards deadlines. All sub-committees will report back to the QEP committee on a monthly basis with updates.
- QEP committee will meet on a monthly basis through the end of the semester.
- Next meeting will be on April 17th at 1:30 via video-conference