

Meeting Minutes

Date: May 6, 2009
Time: 11:30 a.m.
Location: A. G. Gaston Career Center

Meeting called by: Stephen Monti **Time:** 11:30 am **Committee:** QEP Primary Leadership Team

Note taker : Katrina Dudley

Attendees:	Dr. Stephen Monti Elijah Anthony Dr. Kristie Rankin Katrina Dudley	V.P. Sharon Crews Vyavuka Masi Masi Charlsie Cook	Dr. Sherri Davis Jamie Glass Dr. Myrtes Green
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Minutes

Dr. Monti opened the meeting by thanking everyone for attending.

QEP Written Report:

Dr. Monti stressed that we are closely approaching our due date to turn in the written QEP report. He suggests that the first draft is needed by Thursday, May 21, 2009. The following is a list of the sections and those persons responsible for writing. These items will be included in the document.

1. A statement of the local problem the QEP is designed to address: **Dr. Davis and Dr. Green**
2. An explanation of how our QEP will be integrated into LSCC's mission and goals: **Dr. Davis and Dr. Green**
3. A narrative of how our QEP topic/themes were chosen and then refined: **Dr. Davis and Dr. Green**
4. A full description of the Freshman Academy, its impact on students, faculty, and staff: **Curriculum Team**
5. A full description of the Faculty Academy: **Professional Development Team**
6. An explanation of how the QEP will reach beyond the two academies into the college at-large: **Dr. Davis and Dr. Anthony**
7. A master timeline: **Dr. Monti**
8. The assessment section: **Dr. Rankin and Francesca Hitchcock**
9. An explanation for our organization for implementation: **Dr. Green**
10. The appendices (choosing, assembling, or creating the proper docs): **Regina Doriety**
11. A report on the results of the Focus Groups: **Elijah Anthony**
12. A description of the desired SLOs: **Chantae Calhoun**
13. A revised literature review: **Dr. Monti and Dr. Davis**
14. Supplements to the literature review: **Elijah Anthony and Dr. Rankin**
15. The resources section: **Budget Team**

Director of QEP and Organization Chart:

The Primary Team recommends a chair (director), a co-director and a coordinator for the QEP. The director should also be a faculty member. This person should teach no more than 2 classes, receive a chair status, coordinate and train others. This is highly recommended in order to move the freshman academy forward. This recommendation should be submitted to Dr. Ward. Dr. Monti was asked to serve as the director. Vice President Crews recommends Mr. Elijah Anthony as a co-director. Dr. Monti and Mr. Anthony agreed to serve if the proposal is approved by Dr. Ward. The roles of the director will be identified by Dr. Green and Dr. Davis. An organizational chart will be designed by Dr. Green. The QEP co-chairs would serve as the advisory committee for the Director and co-director.

QEP Activities Chart/Summary:

This chart is need by Monday, May 18, 2009. The following teams submitted their charts: Curriculum, Evaluation, and the Marketing and Special Events.

QEP Website:

Dr. Rankin recommends a QEP website that would be separate from the LSCC website. Dr. Green stated that a proposal should be submitted to her.

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Textbook and planners:

Dr. Rankin stated that the textbook that had been selected to use in the *Freshman Academy, The Community College Experience* by Amy Baldwin will be customized for Lawson State. Six copies of the textbook will be in next week. A proposal for the new textbook should be sent to Lawson's textbook/curriculum committee for approval. The planners can be produced in house. Dr. Rankin will meet with Roosevelt Williams regarding the production of the planners.

Other Information and Next Meeting Date:

The next meeting will be scheduled for Wednesday, May 13, 2009 at 1:00 p.m. in the Ethel Hall Auditorium on the Bessemer Campus. This is a working meeting. All of the team members are to come to the meeting. It is suggested that the teams should bring their laptops and all of their materials with them. Dr. Davis suggests a template (for reporting purposes) to be used. The template will be developed by Dr. Monti.

Meeting adjourned by: Dr. Monti

Time: 2:00 pm

