

(QEP Leadership Team)

Meeting Minutes

TIME: 2:00	LOCATION: Ethel Hall Conference Room, Bessemer	RECORDER: Stephen Monti	DATE: September 10, 2009	
Committee Members		Dept	Email Address	Present
Sherri Davis			sdavis@lawsonstate.edu	yes
Elijah Anthony			eanthony@lawsonstate.edu	yes
Chante Calhoun			ccalhoun@lawsonstate.edu	yes
Vyavuka Masi Masi			vmasimasi@lawsonstate.edu	yes
Stephen Monti			smonti@lawsonstate.edu	yes
Myrtes Green			mgreen@lawsonstate.edu	yes

AGENDA ITEM	MINUTES
QEP document update	<p>Monti reported final document to be submitted September 11, 2009.</p> <p>Davis suggested replacing the old FAME application with the revised one in Appendix H.</p> <p>Anthony asked if “rationale for selection” had been inserted into Appendix E. Davis agreed to complete this.</p>
FAME application review process	<p>Monti recommended strict confidentiality.</p> <p>Committee agreed to choose 16 FAME instructors from the 26 applicants.</p> <p>Committee decided on some selection criteria (those on the application, plus some provided by Davis (handout). Davis agreed to research more criteria. Calhoun agreed to help.</p> <p>Committee agreed that late applications would not be disqualified.</p> <p>Committee agreed that a formal rubric should be devised to rate applicants.</p>
FAME interview process	<p>Committee decided to interview all applicants.</p> <p>Committee agreed to conduct all interviews on one Friday, date not specified, but before October 1, 2009.</p> <p>Committee discussed possible questions to pose at the interviews. Davis recommended that each member contribute suggested questions, to be narrowed down later.</p>
Review of FAME applications	<p>Committee reviewed each application, focusing on the question, “Why would you like to teach in the Freshman Academy?”</p> <p>Applicants were scored on a rubric. Davis reported results.</p>
Curriculum updates	
A. Freshman Academy	<p>Calhoun updated committee on textbook status. Meeting with publisher representative Wednesday, September 16.</p>

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Curriculum updates (continued)	Davis updated committee on the ongoing evolution of the curriculum. Reported that training might extend a bit longer than originally planned.
B. Faculty Academy	
Committee Action	Davis recommended that committee co-chairs be convened to determine if each committee still has a charge. Those that do should meet soon.

ACTION ITEM

Date Assigned	Action Items	Person Responsible	Status	Date Completed
	Update FA application in QEP Doc.	Monti	done	9-11-09
	“Rationale for selection” to be added to QEP Doc.	Davis	pending	
	Specify criteria for FAME selection	Davis, Calhoun	pending	
	Recommend questions to pose at FAME interviews	each member	pending	
	Devise a rubric for interviews	???		
