

QEP Primary Leadership Team Meeting

Tuesday, May 12, 2009

12:00 p.m.

Room 212, A.G. Gaston Building, Birmingham Campus

MINUTES

The QEP Primary Leadership Team met on Tuesday, May 12, 2009 at 12:00 p.m. in room 212 of the A.G. Gaston Building on the Birmingham campus. In attendance were Dr. Stephen Monti, Vyavuka Masi Masi, Elijah Anthony, and Regina Doriety.

The Primary Leadership Team met to plan the agenda for the QEP Plenary Team Meeting scheduled for Wednesday, May 13, 2009 at 1:00 p.m. in the Auditorium of the Ethel Hall Building on the Bessemer campus. Elijah Anthony discussed the components of the QEP such as the Executive Summary, Objective, Plan of Operation, Quality of Personnel, Budget, and Evaluation. Dr. Monti had prepared a draft agenda for the meeting. The agenda includes asking each team to give a report on 1) their progress update, major plans, 2) unresolved, pending, or problem issues, 3) next steps, 4) questions for other teams.

The team discussed that the purpose of the meeting is to achieve clarification on any items other teams may be struggling with and to identify any gaps in information. The emphasis should be placed on each team communicating with one other. The Primary team elected Mr. Anthony to report for the Primary Team and to lead the meeting through the agenda. Regina Doriety will revise the agenda and email it to the QEP Team distribution list along with a reminder about the meeting. Ms. Doriety will develop a Powerpoint for the meeting, develop a calendar to show faculty duty days, and ask for refreshments from Dr. Green. The team discussed the importance of starting on time and limiting the co-chairs to report for a maximum of 15 minutes in order to start the Breakout Sessions on time. The agenda for the QEP Plenary Team Meeting was agreed upon.

No other business was discussed and the meeting adjourned at 1:00 p.m.

Regina Doriety
Recorder