

Minutes
QEP Committee
Oct. 14, 2015
Academic Affairs Conference Room

Present: Dr. Chris Baker, Roxanne Bowen, Tera Bunch, Dr. Lori Campbell, Mike Campbell, Heather Carrier, Bob Dixon, Connie Earls, Dr. Jamie Posey, Carol Powell, Holly Sayne, Avery Swinson, Debra Williams, Mark Wills, Joel Wilson

Carol Powell called the meeting to order. She reviewed SACS Standards and reminded the committee of their charge.

Avery Swinson reported that the QEP survey approved at the last meeting had been sent to students through eLearn and email. The survey was also sent to faculty, staff, members of the Workforce Investment and Opportunity Act Board, and advisory board members. From those groups, 514 people have responded. Most have been from faculty, staff and students. Seventy-seven percent of results were from students. The survey is scheduled to close Oct. 23. While information is confidential, those who submit contact information will be entered into a drawing for an iPad and gift cards. Ms. Swinson also reported that paper copies of the survey are available if people think those would get a better response.

Ms. Swinson noted that a student focus group had been postponed to allow some time to lapse following a Tennessee Board of Regents student focus group held the previous week.

Holly Sayne reported that four faculty members followed up to focus group requests. Ms. Swinson and Ms. Sayne said they would work together in getting more participants representing all campuses.

Roxanne Bowen reported that staff focus groups met the previous day with 15 participants. Minutes have been filed on the Q-drive. All participants were based on the Morristown campus and an additional meeting will be planned with participants on other campuses.

Ms. Swinson requested volunteers willing to assist with developing content for the QEP website. Mike Campbell and Debra Williams volunteered.

Ms. Powell then requested that members consider volunteering for the communications and marketing group that will be promoting activities in support of the QEP. A sign-up sheet was passed around with the following members signing up to serve: Dr. Posey, Ms. Williams, J.B. Pectol, Ms. Swinson, Tera Bunch, Ms. Bowen, Heather Carrier and Ms. Powell. Mr. Campbell agreed to be budget manager.

Ms. Powell also passed around a sheet with indicators of an acceptable quality QEP plan. Members were encouraged to sign up for issues related to quality. The sheet is attached to these minutes.

Ms. Powell then announced the next meeting will be Nov. 5 at 3 p.m. There being no further business, the meeting was adjourned.

Minutes taken by Debra Williams
