

QEP COMMITTEE MEETING MINUTES

Meeting: October 28, 2021 at 11:05 am

Location: Virtual – Zoom

<u>Members Present:</u>	Dr. Mohit Anand	Patience Daniels
	Dr. Dimple Martin	Carle Underwood
	Courtney Sankey	Christopher Robertson
	Melvin Chappell	Shelja Anand
	Xanthia Crook	

- Words of Encouragement were provided by Patience Daniels
 - Philippians 4:6-7
- QEP Calendar was explained by Patience Daniels
 - See Appendix A
- Dr. Mohit Anand discussed the QEP Mission Statement and Conceptual Framework
 - See Appendix B
- Dr. Dimple Martin articulated the need for sub-committees – assessment, writing, implementation, logo & marketing, written communication skills, oral communication skills, academic advising, student tutorial services, and faculty professional development – and instructed persons to sign up for their respective areas of expertise.
 - See Appendix C
- The next QEP Committee meeting will be held virtually, via Zoom, on Wednesday November 17, 2021 at 11:00 am. Before this time, co-chairs of the subcommittees are to meet with their committee members and give an update on the information they have found.
 - Co-Chairs are to provide updates at each monthly QEP committee meeting.
 - This information is needed to that we can effectively and efficiently write the narrative.
- The first QEP draft is to be completed by March 30, 2022 at 11:00 am
- Dr. Martin reviewed the SACSCOC QEP Standard 7.2
- Subcommittee co-chairs are to send Dr. Martin a list of their subcommittee members by Wednesday November 13, 2021 at 4:30 pm.
- Dr. Martin will disburse the documents/appendices (e.g. agenda, calendar, mission statement and conceptual framework, and sub-committee sheet).
- The meeting was debriefed by Christopher Robertson
- Meeting was adjourned at 11:55 am.