

Minutes of Meeting
Topic: QEP
January 13, 2005

Present: Noreen Carrocci, Theresa McGonagle-Crider, Beth Gerl, Stephanie Girard, Lisa Hager, Chris Holcomb, Michael Johnson, Trey Mayhall, Dan Mitsven, Josetta Mulloy, Lois Silvernail, John Yellin

1. Lois Silvernail distributed a summary of the faculty responses to regarding the potential themes for the QEP. See results below

	1st Choice	2nd Choice
Theme 1	8	6
Theme 2	9	7
Theme 3	8	8

2. The committee discussed the topic of budgetary considerations and at what point should the budget affect theme development. The committee decided to revisit that topic after the summit with students.
3. The summit for students was schedule for January 25 from 6-8 pm in the Gautralet Room. An outline of the program is as follows: (a) Send out invitations in hopes of getting 80 RSVPs (Dan, Chris, and Noreen will work on putting a list of invitees together); (b) Students who commit to attending the summit will be asked to go the SHC website to review the latest NSSE results; (c) The 3 themes will be sent to students via email before the summit; (d) Noreen will summarize the NSSE results for the first few minutes of the summit; (e) Mike will cover SACs/QEP; (f) Lois and Lisa will instruct students and table leaders regarding their responses to the themes and will prepare the materials for students; (g) Students will have 30 minutes to comment on each theme and will be asked individually to select their number one choice; (h) Ten individuals will serve as table leaders (Dan, Bet, Mike, Josetta, Lois, Stephanie, Chris, John, Noreen, and Lisa all agreed to serve in this role); (i) Josetta will order pizzas, sodas, and desserts.
4. The committee will meet with the faculty in the Gautralet Room on January 31 from 4-6 pm to further discuss the themes. Student input will be incorporated into the materials that will go out to faculty by January 28. Lisa and Lois will prepare the materials for faculty.
5. The results of the work on the QEP will be presented to the Board of Trustees at the April meeting.
6. Future meetings will be held on Wednesdays at 2:30 in Burke 201.
7. The next meeting is scheduled for February 16 at 2:30 and results of the student and faculty sessions will be discussed.