**QEP COMMITTEE MINUTES**

**January 14, 2015**

**4:00 pm**

**Johnson Board Room**

**Unapproved**

**Members:** Jim Colbert (Chair), Vivian Gaylord (Enrollment Management), Tyler Griffin (Junior Student), ~~Wayne Justesen~~ (Community Representative), ~~Angelle Laborde~~ (Community Representative), Jason Lee (Sciences and Mathematics), John Moore (Arts and Humanities), ~~Leland Nielsen~~ (Education),  ~~Catherine Sayre~~ (Sophomore Student), Kim Shannon (Student Affairs), Kaitlin Sherfield (Student), ~~Mike Shurden~~ (Business and Public Affairs), ~~Beth Taylor~~ (Community Representative), Cornisha Waller (Student), ~~Lisa Wiecki~~ (Library).

1. Meeting was called to order at 4:00 by Dr. Jim Colbert.
2. November 20, 2014 meeting minutes were approved.
3. Dr. Colbert introduced the committee to resources available on Lander University’s website with data from several surveys completed by Lander students. Data from these reports could be used to help chose what data point(s) might be improved through a QEP program.
   1. ETS Proficiency Profile: text of skills
   2. National Survey of Student Engagement (NSSE)
   3. ACT Student Opinion Survey (SOS)
4. Arriving at a QEP program is a two-step process
   1. First step – select a topic
      1. Obtain approvals in September 2015 for the proposed topic.
      2. In October 2015 the topic is set.
   2. Second step – Program Development
5. It was recommended that the committee obtain feedback from the faculty, staff and students at Lander on topic suggestions.
   1. Surveys will be designed by the committee through email to send out to two groups: Faculty/Staff and Students.
   2. Dr. Colbert will write the background text on QEP to be included in the surveys and will send a draft out to the committee.
   3. Surveys to be sent January 23-26, 2015 and available for input until February 6-9, 2015.
6. Next meeting of the committee: February 11, 2015

The meeting adjourned at 5:15 pm.

Respectfully Submitted,

Shelley Grund