**QEP COMMITTEE MINUTES**

**February 11, 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. January 14, 2015 meeting minutes were approved.
3. The new committee members were introduced: Mike Shurden and Beth Taylor. Dr. Colbert gave them a summary of the committee activity to date.
4. The results from the surveys completed by Faculty, Staff and Students were handed out to the committee
	1. 295 responses
	2. Dr. Colbert handed out a table showing the top topics chosen by each group
	3. Oral/Written Communications showed high across all groups
	4. College of Business actively promotes Interpersonal Skill development
	5. UNI 101 has shown that Freshmen are totally unprepared for College
		1. Poor writing skills
		2. No eye contact
		3. Non-functional in the classroom
		4. Lack of interpersonal skills
	6. Lander has a 42-45% graduation rate for 5 year students; and a 67% retention rate for freshmen
5. Committee members should read through the survey results and review the table provided by Dr. Colbert. Are there any differences seen that what the table shows?
6. First step to arrive at a QEP program is selecting a topic
	1. Requires campus-wide participation/engagement
	2. Survey results to guide next step for data collection
	3. Focus groups/town hall meetings with faculty/staff and students needed to discuss possible topics
	4. Jim Colbert, Jason Lee and John Moore are to be co-facilitators for the meetings
	5. SWOT Analysis – (Strengths, Weaknesses, Opportunities, Threats)
	6. Presidents “Coffee” – QEP topic of discussion
	7. Athletics could get involved by calling all athletes to a meeting. They could bring 3 friends who are not athletes so the group is more diverse.
	8. A focus group meeting could be held at a Student Government meeting (meetins 2nd Monday of each month at 3:45 pm)
	9. Have a FALS approved event for students – educate them on what QEP and SACSCOC are, then have a focus group on topics for the next QEP program.
7. Dr. Colbert will give the faculty an update on the QEP topic search at the next Faculty meeting (February 18th)
8. Dr. Colbert will talk with experienced focus group facilitators for student group meetings.
9. After a topic is selected a separate committee will develop the QEP program
	1. Develop student outcomes
	2. Develop assessment tools
10. Next meeting of the committee: TBA

The meeting adjourned at 5:15 pm.

Respectfully Submitted,

Shelley Grund