

**QEP Leadership Committee
May 7, 2010 Minutes**

Members Present: Karen Downey, Johanna Hume, Dwight Rhodes, Jarrod Butcher, Manuela Imthurn

Not Present: Chris Chance, Bill Lewis, Julia Theato

Minutes from April 26 meeting were corrected and approved.

I. Budget

Bill Lewis received a budget code from Drew Nelson.

Johanna Hume will talk with Mohammad Mozaffari about joining the committee this summer. The committee decided to budget his stipend of \$300/semester for 4 semesters.

The giveaway laptop will cost approximately \$400.00

Survey postcards will cost \$1427.00 including mailing costs.

II. Remaining Surveys

Lynn Goswick will forward the link to the Community Survey to the Technical Programs' Advisory Board Committee members via Constant Contact.

Wendy Del Bello has the list for the alumni who will also receive the Community Survey link via Constant Contact.

Karen will ask Lynn about the charges for this service.

All surveys will be due back by June 20.

III. Student Surveys

Karen distributed an analysis of the student surveys. Reading and technology were the top QEPs chosen. Study Skills was the overwhelming topic seen in the written comment section.

The committee spent considerable time discussing the merits of both study skills and technology as QEPs. It was decided that committee members would go back to faculty and student comments or research best practices and formulate possible QEPs. The focus will be on study skills and technology at this point, pending analysis of upcoming community surveys.

These specific QEPs will be distributed to all committee members by June 7. (It was later decided that a Blackboard QEP class will be created for the committee. Proposals will be posted there and the committee will comment on them through the discussion board.)

The committee decided to wait until these proposals had been formulated, distributed and discussed before setting a date for the next meeting.