Minutes
Georgia Perimeter College QEP Committee Meeting
October 19, 2010
3:00 – 4:15 pm                     WIMBA                               Virtual

Members Present:
Pamela Moolenaar-Wirsiy, Katrina Allen, Angela Bonet, Andrea Hendricks, Rosalyn C. Jacobs, George Lonberger, Lee McKinley, Melora Mirza, Debi Moon, Godfrey Fuji Noe, Janet Shanteau, Adam Stone, Luise Strange De Soria, Diane White

I. Meeting called to order at 3:01 pm

II. Overview of Proposed (QEP) Theme

Pamela Moolenaar-Wirsiy, Chair, opened the meeting with an overview and declared the importance of continuously restating the theme for QEP and not to focus on creating a report but on developing a plan that is in accordance with the College’s goals for the next decade. This plan communicates potential for observable impact on student learning (changes in knowledge, skills, behaviors, attitudes, values). This plan should be incorporated into other ongoing planning initiatives and should be capable of achieving broad support within the College community.

The QEP Steering Committee proposed the following theme: Enhancing Student Success Through Engaged Learning and selected two major categories to address:

1. Engaged learning in the classroom
   - Problem based learning
   - Project based learning
   - Active learning
   - Service learning
   - Technology Tools (Web 2.0 Tools, etc.)
   - Interdisciplinary threads

2. Engaged learning outside the classroom
   - Engaged learning in the community (civic engagement)
   - Engaged learning in co-curricular activities

The GPC community will provide input and a final theme will be announced spring semester 2011.

III. Collect Suggestions for Description “Blurb”
Subcommittee members were requested to post work inside of iCollege.

IV. Proposed Outcomes Brainstorm
Tabled until a later meeting to allow for the development of the campus forum activities and supporting documentation for implementation of the events.

V. Select Subcommittees for Feedback Implementation
Most subcommittee memberships were finalized and assignments were given to each, with a directive to post research and work to iCollege. Following this meeting, Dr. Moolenaar-Wirsiy will email committee members the iCollege submission deadline. Individuals whose names appear listed next to a focus group’s name either volunteered or were appointed to draft questions and definitions for specific QEP terminology.
Focus Groups (Leaders)

- **Faculty**
  - Alpharetta (Melora Mirza & Adam Stone)
  - Clarkston (Katrina Allen, Debi Moon & Luise Strange De Soria)
  - Decatur (Pending)
  - Dunwoody (Melora Mirza, Janet Shanteau & Adam Stone)
  - Online (Andrea Hendricks & Debi Moon)
  - Newton (Lee McKinley & George Lonberger)
  - Faculty Senate (Lee McKinley)
  - Monthly Discipline Meetings (Pending)

- **Professional & Administrative Staff and Support Staff**
  - Staff Senate (Pending)

- **Executive Team** (Pamela Moolenaar-Wirsy)

- **Academic Team** (Pamela Moolenaar-Wirsy & Diane White)

- **Students**
  - **Student Government** (Katrina Allen & Angela Bonet)

QEP Steering Committee members are encouraged to participate and facilitate focus groups. Scheduling is crucial and will determine members’ availability. Focus group leaders should work together to develop a schedule and attempt to stagger campus meetings to allow greater college-wide participation. Additionally, several WIMBA meetings (both day and evening) will be offered. The QEP Steering Committee elected to pilot (pretest) the survey/questions through Steering Committee members currently teaching for assessment and review prior to the college-wide distribution. The initial completion timeline of the blurp, glossary definitions, and survey/questions is within three weeks to allow for discussion and review at the November 2010 meeting. Diane White volunteered to work wherever needed.

**VI. Surveys (Genmail, Paper, etc.)**

Findings will be addressed by the Chair and designated QEP Steering Committee members.

**VII. Feedback Method and Timeline**

Prior to the November meeting, the QEP Steering Committee should complete the following items: (1) prepare for and develop the implementation process for the focus group material and campus visits and (2) develop various media publications and correspondence. Each subcommittee is requested to submit a clear and brief statement to the Chair for the development of the blurp statement. Review/edit draft survey questions. Review/edit QEP FAQs. Review/edit glossary of terms. Finalize questions for focus groups and campus visits. Submit information to the Chair within three weeks. Members should visit iCollege for QEP updates and information. After mid-November, members should visit iCollege every other day.

The consensus of the QEP Steering Committee is to begin the full process (surveys, campus visits, and discussions) during the spring semester, beginning late January and concluding by February 28, 2011. Conduct campus/WIMBA focus group meetings during spring semester 2011.

**VIII. Meeting Schedule**

The next meeting will be held on November 30, 2010 at 3:00 PM, location to be announced. Depending on the progress of the subcommittees, it may be a WIMBA meeting.