

Meeting Minutes Agenda items

<input type="checkbox"/> Bufkin, Reynard (champion)	<input checked="" type="checkbox"/> Gilmore, Linda (champion)	<input type="checkbox"/> Palmer, Brittany (champion)
<input type="checkbox"/> Cain, Tameillia	<input type="checkbox"/> Jackson, Bridget (champion)	<input checked="" type="checkbox"/> Reno, Bob (champion)
<input type="checkbox"/> Corkhill, Kristin	<input checked="" type="checkbox"/> Jones, Jean	<input type="checkbox"/> Shandor, Britnee (ex-officio)
<input checked="" type="checkbox"/> David, Andre (champion)	<input checked="" type="checkbox"/> Marshall, Avice (champion)	<input checked="" type="checkbox"/> Walker, Lindsey
<input checked="" type="checkbox"/> Dudley, Kaitlin (ex-officio)	<input type="checkbox"/> Massey, Antwanina	

I. Approval of Agenda & Minutes

The June 2024 meeting was called to order at 10:02 a.m.

Kaitlin called for a motion to approve the May minutes. Mr. David approved; Mr. Reno seconded. All were in favor.

Kaitlin called for a motion to approve the June agenda. Mr. Reno approved; Ms. Walker seconded. All were in favor.

II. Champion Program FY25

Kaitlin will be reworking the roles and responsibilities of the QEP Champions. Once the roles and responsibilities for FY25 are finalized, Kaitlin will reach out to members and other employees regarding the openings to gauge interest. For FY25, due to budget allocations, no stipends will be offered to Champions.

III. QEP Success Measures

Kaitlin informed the group that she will be reaching out via email regarding the development of two student success outcome measures:

1. Academic Plan Rubric
2. QEP Engagement Survey

QEP members will have the opportunity to assist in the development and approval of these measures so that the Committee and Champions may more effectively measure success on the three QEP outcomes. The goal is to deploy the engagement survey by mid-Fall 2024 and the academic plan rubric by Spring 2025. However, depending on how quickly these items can be developed and implemented, these dates may move up.



🏠 **Location:** Virtual via WebEx
📅 **Date:** 06/28/2024
🕒 **Time:** 10:00-11:00 a.m.

IV. Student Ambassadors

To ensure QEP Student Ambassadors are more effectively communicated with throughout each term, at least two (2) individuals will be assigned as leads. More information to come on these ambassador employee leads.

The meeting was adjourned at 10:36 a.m.

Action Items (June 2024)	Owner(s)	Deadline	Status
Seeking approval for Student Success Glossary.	Kaitlin Dudley & leadership	July 31, 2024	In Progress
Develop academic planning rubric.	QEP Committee	July 31, 2024	In Progress
Create and approve QEP Engagement Survey	QEP Committee	July 31, 2024	In Progress