

Minutes
SACSCOC Quality Enhancement Plan (QEP)
April 21, 2023
12:00 pm in C-205

Members present for meeting included: Dr. Paul Fowler, Amanda Dunlap, Dr. Brandon Borill, Chad Jones, Elizabeth Vidrine, Mark Richards, Dean Todd Dozier, Cassie Jobe-Ganuchau, Dr. Billy Fontenot, Mae Simoneaux, Nikki May, TraQuana Smith Michelle Richard, and Debbie Seilhan as recorder.

Absent: Angela Greaud, Bettina Trumps, Dr. Rob Jones, Symantha Jones, Victoria Throop, and Dr. Nancee Sorenson.

Dr. Fontenot was unable to get to the minutes from the April 14, meeting. We will approve them at the next meeting on April 28.

Advertising/Flyers/Signs

Cassie Jobe-Ganuchau has done some more work on the banner and trifold and thinks that it is ready to go with a few minor adjustments. Dr. Fowler did state that the font for the QEP can be reduced (it does not need to be that big). 2,500 trifolds will cost a little under \$500.00. Voting took place to accept the changes mentioned and to approve the trifold. Mae Simoneaux made the motion, TraQuana Smith seconded, and all were in favor.

Banners/Wraps/Advertising

- There probably will be sixteen banners. Two different styles were viewed by the committee. A motion was made by TraQuana Smith to adopt style #2 (the one with the white circle behind the words On Track), Amanda Dunlap seconded, and all were in favor of option #2.
- Concerning wraps, ten will go up on walls (this is in lieu of the previously discussed yard signs).
- “Quality Enhancement Plan (QEP 2024)” needs to be on the logo.
- Dr. Fowler is looking into getting either 2x4 or 2x6 inch stickers with the QEP logo. These stickers would be for students to put on their computers, folders, etc. Stickers are inexpensive. Dr. Fowler can look into both the static sticker and the sticky stickers. All were in favor of stickers.
- Orientation for new students—Chad Jones and Dr. Fowler have been in conversation about either having yellow bags or T-shirts made with the QEP logo on them. Dr. Fowler will ask Amy Greagoff if the T-shirts can be bought with monies in an account that has to be used before June 30. If not, then maybe we can get the logo printed on the yellow bags. Dr. Hamlin and Cassie are talking about having money allotted for T-shirts with the Humana Grant.

QEP Document Draft Update

- QEP draft page 35, fig. 8—Dr. Fowler and Dr. Hamlin have worked on the On TRACK Operational Structure, with the new addition of Data IEA (Coordinator of the QEP)—Dr. Fowler:
 - Department Chair—Humanities—English Faculty
 - Department Chair—Mathematics—Math Faculty—Labs—Tutors
 - Library—Tutoring, Advising, Pathways, Disabilities
 - Orientation for new students
 - Data IEA (Coordinator of the QEP) – Dr. Fowler.

A motion to vote for approval of the ON TRACK'S Operational Structure was made by Chad Jones and seconded by Elizabeth Vidrine. All were in favor.

Miscellaneous

- Dr. Fowler is working on the budget from Summer 2021-Spring 2022. There were 130 sections of online Math classes that cost about a half million dollars.
- There is a supply of money that will end on June 30, by next Wednesday close of business. Dr. Fowler would like a list of supplies, small equipment that we would be able to purchase with said money. Dr. Fowler is planning on ordering ten cases of paper for both ENGL and MATH, and some markers. Chad Jones is going to send an email to Dr. Fowler with supply requests.
- **IMPORTANT NOTE FOR THE QEP COMMITTEE:** You will have to know this QEP document in its entirety for when the on-site committee gets here.
- The off-site committee is scheduled to meet next week so hopefully in two or three weeks we should have their response.
- Dr. Fontenot would like to send his sincere thanks to Cassie Jobe-Ganucheau and Travis Webb for all their work on the flyers, and trifolds, and to anyone and everyone else who has helped with this part of the QEP.

Motion to adjourn was made by Mae Simoneaux and seconded by Elizabeth Vidrine. All were in favor.