

Minutes
SACSCOC Quality Enhancement Plan (QEP)
April 28, 2023
12:00 pm in C-205

Members present for meeting included: Dr. Paul Fowler, Amanda Dunlap, Angela Greaud, Elizabeth Vidrine, Cassie Jobe-Ganucheau, Dr. Billy Fontenot, Dr. John Hamlin, Dr. Rob Jones, Symantha Jones, Brandon Borill, Chad Jones, Victoria Throop, Todd Dozier, Mark Richards, Mae Simoneaux. Michelle Richard, Debbie Seilhan as recorder. Absent: Bettina Trumps, Dr. Nancee Sorenson, TraQuana Smith.

Amanda Dunlap made a motion to accept the minutes of 4/14/2023 and 4/21/2023 with two changes made to the 4/14/2023 minutes as per Dr. Paul Fowler. Dr. Rob Jones seconded the motion. All in favor.

Dr. Paul Fowler discussed the budget being approximately 90% done. He said he had been working with Amy Greagoff and Dr. Hamlin on the budget. Dr. Fowler volunteered for the QEP Coordinator job since data flows to his office, and that he is working with the Department Chairs of Math and English faculty, Cassie Ganucheau, and regular faculty to make sure things are going the right way.

The following areas were reviewed by the committee.

1. Budget -

- a. Methodology for administrative and faculty estimates – He estimated amounts for salaries for Deans, Dr. Fowler, Dept. Chairs, Part-time Lab Assistant, Tutoring, Net Tutoring, Executive Director Support. Average salary for Faculty, Part-time faculty also included in the budget. He also showed a 2% increase every two years. Professional Development amount will find out exactly how much we get every year.
- b. Supplies - Will be providing 10 cases of paper for English area and 10 cases for Math area. He suggested we use 3-hole paper for Math, which we will order 3 cases for Math area.
- c. Marketing materials (trifolds, pole banners, and small signs) - Trifold is finished, final pole banners and signs are complete. New signs at Manual Hall will replace the old QEP signs, needing 6 signs. Using sticky stickers because static stickers are more expensive.
- d. Wrapping library entrance and a section in the Mumphrey Center with ON-TRACK advertising – have not heard anything yet for that number.
- e. Cassie’s tutoring estimate – will need to talk more about more money allowed for this section.
- f. Tee-shirts - waiting on an estimate on buying t-shirts - will purchase about 1000. Will keep white and gold on the regular orientation purple LSUE t-shirts we currently give out with the “ON-TRACK” logo being on the back of the Tee shirt. Waiting until Travis gets back for the artwork. Try and have for the summer.

All in all, approaching 5 years, this is approaching 5 million dollars.

First week in October when the SACSCOC committee gets here, they will be firing off questions about the QEP, and we want everyone to know the answers. Everyone should know the document. The final document should be ready for view by mid-August. We will probably have a mock Q & A for everyone.

The meetings won’t stop when this is implemented, possibly once a semester. Department Chairs will get together with Dr. Hamlin and Dr. Fowler to see how things are going. Feedback from the summer will allow them to change things, if needed

2. Final Operational Flowchart.

SACSCOC met last week and will finalize the report for us, which typically takes about a week or more. Expecting the report next week. Leadership team will meet to fix anything that may need to be fixed. Dr. Fowler may be meeting with Dept. Chairs to change language in some sections of the report. May need input from Dr. Hamlin. When we come back, we may need to meet to discuss certain items we need to change in the report. There may be classroom visits. SACSCOC will probably visit the old modular labs and other classrooms. Lot of questions will be for Department Chairs and support.

3. Further Meeting Schedule - Dr. Fowler doesn't anticipate that the committee needs to meet every week.

Dr. Rob Jones made a motion to adjourn and Dr. Borill seconded it. Meeting adjourned.