The SACS QEP Team and the SACS Executive Team met on October 12, 2007, at 7:30 a.m. in the President’s Conference Room of the Heldenfels Administration Building. Members present included: Dr. Rosie Garcia, Marivel Gonzales-Hernandez, Pete Flores, Tamatha Jackson, Vickie Natale, Lenora Keas, Dr. Ann Lopez, Dr. Lee Sloan, Dr. David Arriguin, and Dr. James Pierce. Absent: Ed Cohn, Joe Alaniz, Jose Rivera, and George Dunson.

Dr. Rosie Garcia reviewed the calendar for the five focus group sessions which are scheduled for November 6, 15, and 16. Dr. Garcia reminded the committee that the focus groups will not be selecting the QEP topic, but will provide additional information on how we might refine or enlarge upon the proposed topics. All focus group sessions will be held in the Isensee Board room to utilize the recording capability set up in that room.

Lenora Keas distributed notes on the focus group process and reviewed the purpose of the focus groups, stating that we will be collecting information from the members, not merely communicating detailed explanations of the topics. To facilitate that purpose, a synopsis of each white paper needs to be written for the focus group process. At the end of the meeting, volunteers were identified for writing the needed synopses: Dr. James Pierce and Marivel Gonzales-Hernandez will summarize the two white papers concerning portfolios; Pete Flores will summarize the paper on applied math; and Ed Cohn will be asked to summarize the paper on supplemental instruction.

Lenora Keas and Dr. Garcia will develop questions to be used during the focus group sessions based on the synopses of the white papers. Members of the focus groups will respond to the survey instrument under the guidance of the facilitator, who will be Ms. Keas, and a team leader for four separate teams during each focus group session. The primary question for team members is their perception on how well each topic can contribute to enhancing the student learning environment at the College. In the end, the focus group process will yield four sources of assessment: 1) individual ratings from each team member; 2) ratings from the teams; 3) ratings from the focus group as a whole; and 4) information from the taping of all sessions.

A sign-up sheet was circulated among the committee members, and each member was asked to volunteer as a team leader for two of the focus groups. (Four team leaders will be needed for each of the five sessions, yielding 20 assignments.) The status of the sign-up sheet by the end of the meeting for each session is detailed below. It will be distributed to the entire QEP Committee in an effort to continue obtaining Team Leaders.

A follow-up was given on the status of forming the stakeholder groups. Invitations will be prepared for those selected, and alternates may be needed to replace those who send their regrets on attendance.
The next meeting was scheduled for Friday, October 26, at 7:30 a.m in the President’s Conference Room. A second meeting was scheduled for Thursday, November 1, at 2:00 p.m. for a team leader training session in the Isensee Board Room for a better orientation environment.

The meeting adjourned at 9:00 a.m.

**Focus Group Team Leader Work Sign Up**

**Tuesday November 6, 3- 4:30 p.m.-----------------------------Faculty Group Session**

1. Jim Pierce  
2. Ann Lopez  
3. Pete Flores  
4.  

**Thursday November 15, 12:30-2:00 p.m.-----------------------Student Group Session**

1. Marivel Gonzales-Hernandez  
2. David Arreguin  
3. Tamatha W. Jackson  
4.  

**Thursday November 15, 3:30-5:00 p.m.------------------------Employee Group Session**

1. Vickie Natale  
2. Lee Sloan  
3. David Arreguin  
4.  

**Friday November 16, 7:30-9:00 a.m.--------------------------Advisory Group Session**

1. Jim Pierce  
2. Vickie Natale (can be alternate)  
3. Ann Lopez  
4. Lee Sloan  

**Friday November 16, 1:30-3:00 p.m.--------------------------Faculty Group Session**

1. Marivel Gonzales-Hernandez  
2. Tamatha W. Jackson  
3.  
4. 