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, Vickie Natale, Lenora Keas, Dr. Ann Lopez, Dr. Lee Sloan, Dr. David Arriguin, Dr. James Pierce, Jose Rivera, and George Dunson. Absent: Ed Cohn, Joe Alaniz, Pete Flores, and Tamatha Jackson.

After a brief introduction by Dr. Rosie Garcia on the meetings leading to the meeting, she turned the discussion of the Focus Groups to Lenora Keas. Ms. Keas distributed newly developed fact sheets for Portfolio, Supplemental Instruction, and Integrated Math, two a survey instrument forms, and a script/agenda for the focus group sessions. She reviewed the organization, set-up, and presentation for the Focus Group sessions. Invitations for the sessions have been sent and responses are being received by Leti Clark. Ms. Keas reiterated the two main purposes for the focus group sessions: 1) to further demonstrate to SACS that we have had wide participation in the process for selecting a QEP; and 2) to get feedback from participants on how well each of these topics address a student learning need at Del Mar College.

Ms. Keas will be the group facilitator for each of the focus group sessions. The room will be divided into four subgroups, and a team leader will have the responsibility to keep each subgroup on task, moving forward, and to answer questions concerning the process and the topics. Each participant will be given an individual rating sheet for each of the three proposed topics, and the team leader will have a combined rating sheet. The committee reviewed the questions on the survey rating sheets and made a few editorial revisions. Ms. Keas also indicated that several posters concerning key elements will be printed to mount on the walls and that she will be developing a PowerPoint presentation for the general overview. Dr. Garcia will continue with site preparation including refreshments and light snacks.

As an information item, the work of the QEP Committee has been presented to the Chair’s Council by Lenora and was well received.

The sign up sheet for team leaders was circulated again to finalize assignments. Dr. Garcia reminded members that we will have a training session for team leaders on Thursday, November 1, at 2:00 p.m. in the Isensee Board room.

The meeting adjourned at 8:30 a.m.