The SACS QEP Team and the SACS Executive Team met on November 1, 2007, at 2:00 p.m. in the Isensee Board Room of the Harvin Student Center. 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, E Cohn, Pete Flores, and Tamatha Jackson. Absent: Joe Alaniz,

The meeting was lead by Lenora Keas who reviewed the process for the focus groups, the PowerPoint presentation, and obtained feedback from Committee members. The committee reviewed the PowerPoint and made a few editorial revisions. Handouts were provided to all.

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 team leaders rating sheet will include an area to record comments of participants. The taping of the sessions will be also done but will not capture comments if there is a great deal of noise in the room. Ms. Keas also provided committee members a review of what the posters will look like.

Dr. Garcia will continue with site preparation including refreshments and light snacks. Pens and small colored pads will also be provided participants. Lenora Keas will have name tags available for participants. Leti Clark has continued calling those who have yet to respond.

Team leader roles were reviewed and questions were answered. The sign up sheet for team leaders was circulated again to review assignments. After a brief discussion, the meeting was adjourned.

The first Focus Group is Tuesday, November 6 at 3 p.m..

The meeting adjourned at 2:45 p.m.