The SACS QEP Team and the SACS Executive Team met on March 9, 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, Ed Cohn, Tamatha Jackson, Vickie Natale, Dr. David Arreguin, Jose Rivera, Lenora Keas, Dr. James Pierce, and George Dunson. Absent: Joe Alaniz, Pete Flores, Dr. Ann Lopez, and Dr. Lee Sloan.

Ed Cohn distributed copies of the work completed by four committee members to provide a grouping, consolidation, and rewording of the top 12 proposed QEP topics. Their work provided three major groupings with seven consolidated topics. After a lengthy discussion, the committee decided that more information should be obtained from the originators of the top 10-12 topics in the format of a one-page abstract. The committee developed five questions to be provided on a standardized form by the originating department or person. Once the committee has received a standardized set of information on each topic, it will determine whether another step will be needed to involve the larger college community in the process of narrowing down the topics. The process of focus groups will occur after this round assists in the narrowing of the potential topics.

Ed Cohn also presented the design materials developed by Rachel Barchus-Perkes for a newsletter, flyer, and brochure to be used to communicate to the College community about the QEP process. It was suggested that a quick link be made available on the front page of the College’s website to the SACS materials.

After drafting the five questions for originators of the top 12 proposed QEP topics to answer, the committee agreed on a deadline of April 2 to receive their responses. The form will be distributed to originators the day after spring break, on March 19. The Committee scheduled its next meeting for Friday, April 6, at 7:30 a.m.

The meeting adjourned at 8:30 a.m.