The SACS QEP Team and the SACS Executive Team met on September 28, 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, and Dr. James Pierce. Absent: Ed Cohn (class), Dr. David Arriguin (conference), Joe Alaniz, Jose Rivera (conflict), and George Dunson.

Dr. Rosie Garcia gave an update to the group on the QEP process. Four White Papers have been written and are now loaded on the QEP website: 1) Supplemental Instruction; 2) Portfolios; 3) Electronic Portfolios; and 4) Applied Math. Audio recordings of the papers are being produced and loaded to the website. The recordings may be used as an introduction during the Focus Groups.

A proposed calendar for Focus Group dates was distributed and discussed. The committee agreed that the proposed dates should be moved later by one week. All meetings will be held in the Isensee Board room since the audio and video recording capabilities are available and the room will be suitable for a “round table” of approximately 20, with chairs in the back for walk-in audience.

After much discussion, the group agreed upon setting up five Focus Group sessions, each one targeted to a particular audience: 1) students; 2) faculty session I; 3) faculty session II; 4) nonexempt & exempt employees; and 5) external and advisory group representatives. Tamatha Jackson, with assistance from instructional chairs, will identify about 20 students to be invited; faculty and staff will be selected from a random drawing of names; and instructional chairs will be asked to nominate external representatives, and Pat Townsend will be asked to nominate someone from the Foundation. Dr. Garcia and Lenora Keas will choose the final list of invitees for the external group.

Lenora Keas and Dr. Garcia will work together to organize the Focus Group sessions, identifying the appropriate questions to be used and the overall structure for the sessions. It was emphasized that these sessions will be a time to gather input from a broad group of constituents of the College and that the groups will not be making a decision or a final selection.

Dr. Garcia also mentioned that, with her imminent retirement, the committee will need to plan the transition for a successor to assume the leadership role for this committee.

The next meeting was scheduled for October 12 at 7:30 a.m. The meeting adjourned at 9:00 a.m.