The SACS QEP Team and the SACS Executive Team met on March 28, 2008, at 9:00 a.m. in the President’s Conference Room of the Heldenfels Administration Building. Members present included: Marjorie Villani, Marivel Gonzales-Hernandez, Ed Cohn, Lenora Keas, Dr. David Arriguin Vickie Natale, Dr. Ann Lopez, Dr. Lee Sloan, Dr. James Pierce, Jose Rivera, Pete Flores, and Tamatha Jackson. Absent: George Dunson and Joe Alaniz.

VPI Marjorie Villani reviewed the minutes of the February 22 meeting and the agenda for this meeting. The committee proceeded to discuss the responsibilities of the QEP director and a timeline for the QEP activities. The timeline drafted is provided as an attachment.

Ms. Villani announced that she will submit three names for attendance to the SACS summer QEP Symposium. The names of attendees may be changed at a later date, but the institution must submit names immediately in order to reserve space.

The committee agreed that the individual selected for the QEP director should possess good communication skills, organizational skills, leadership skills, writing skills, and research skills, even though the director may not be performing all the research and writing for the QEP. Therefore, minimum qualifications will stipulate a master’s degree.

After an extended discussion on the QEP topic, it was proposed that either a librarian or an academic fellow be asked to perform a literature review on the benefits or advantages of acquiring good math skills. The committee recognized a need to further refine the meaning of the topic “Improving Math Achievement” to identify what it includes (such as improving math achievement in courses that are math-based) compared to what it excludes (such as integrating math across the curriculum). Further discussions will be needed.

Ms. Villani summarized the accomplishments of the meeting to include the following: 1) we initialized a timeline for the QEP; 2) we identified the need for additional support staff for the VPI to work on the organization and planning phase; 3) we continued the development of the job description for the QEP director and discussed qualifications needed; and 4) we continued the discussion on the refinement of the QEP topic.

The meeting adjourned at 11:00 a.m.