<div align="center">**QEP Design & Implementation Sub Committee**
Minutes
June 12, 2023 via Zoom</div>

Call to Order

The meeting was called to order at 12:03 by QEP Director, Dr. Bonnie Banks.

Agenda Items:

1. **Approval of agenda**: Agenda was approved with a motion by Catharine Strother and a second by Kiietti Walker Parker.
2. **Approval of minutes**: Minutes were displayed from the April 13, 2023 meeting. Minutes were approved with a motion by Catharine Strother and second by Kiietti Walker Parker.
3. **Unfinished business**

    Working Group Reports: There were no working group reports. Dr. Stanley submitted a document prior to the meeting but it has not been reviewed.

    Discussion: Dr. Banks gave an update since April 13.

    - There have been no changes to the goals, objectives and outcomes.
    - The advising definition should not be that difficult to formulate.
    - Some faculty have been involved in professional development. A reminder was given that everyone should engage in professional development and provide documentation to support it.
    - Duties and tasks have been worked on. The advisors' draft should not be difficult to write. Faculty mentor duties may be more difficult, however. Recommend that we do not name student (peer) mentors at this point. This can be done in August unless someone has volunteered prior to the end of spring.
    - Mr. Spellman and Mr. Byrd have agreed to include mentoring in the job description for work study and biweekly students. We do not have any agreed activities from financial aid, however, career development has worked on listing activities and agreed to support the QEP.
    - Other duties and tasks. Several drafts have been developed. Advising circles were reviewed and discussed. The diagram shows each student and his/her support circle.
    - Ms. Mindi Thompson provided a list of students classified as sophomore level. Students were selected based on the number of completed semester credit hours. Students were sorted by major/programs and entered on a separate spreadsheet. A pilot is being planned for fall which will support edits/changes to the QEP draft.
    - Career development tasks were discussed. The draft will be shared with Mrs. Clayton to allow the office to make revisions.
    - The sample introduction (by official email, text, and maybe LinkedIn for some) was also discussed. The committee suggested edits. Students will need to agree to participate (consent). Once the advisor makes initial contact and agreement is completed, the faculty mentor, student mentor and counselors can follow up with their introductions. The advisor script will be slightly different from the others and will be revised.
    - Navigate was discussed. More information is needed in order to include details in the draft. Ms. Dawn Miles is a resource and can provide information.
    - Discussion items:

Is Degree Works still being used for notes?

How will student mentors be tracked and held accountable?

Will the department admins be able to assist the student worker (student mentor)?

Could one person in the circle work with the student mentor?

Can email be used for the introduction and each person in the circle be copied?

Student mentors may have more flexibility with contacting advisors since they are using social media. Student mentor will be held accountable for performing assigned tasks.

- Dr. Walke will be contacted concerning the most effective mode for administering surveys.

Things to do:

- Contact Dawn Miles and/or Mindi Thompson about Navigate.
- Questions: Can Navigate handle multiple advisors/entities to enter information?
- If Navigate is used to maintain notes, do we need to use Degree Works?
- Can student mentors have limited access to Navigate?

A listing of QEP faculty members (volunteers) was shared with the committee. More are needed.

New Business

Next Meeting Date**: Weekly** meetings will be scheduled throughout July on Monday at noon.

Adjournment: Meeting was adjourned at 1:09 pm.

Present: Mrs. Yvette Clayton, Mrs. Judith Hayes, Mrs. Kiietti Walker-Parker, Ms. Catharine Strother, Dr. William Stone, Ms. Kris Reed