

Agenda Item	Action Discussion Information	Responsibility
The first item of business was to discuss the role of the Open House Committee	Committee is responsible for planning the details of the Open House	
Set date and place	Andrea reserved the LBJ Auditorium from 12 noon – 4 PM, September 14 for QEP Open House	Andrea
The following assignments were made:	Door prizes, Key chains, bingo cards, bookmarks, CTC pens, crafts, posters	Andrea and Barbara
Assign People to activity tables	There will be 6 activity tables as follows: SACS-COC Video; Keychain; Bookmarks; CTC pens; Poster displays; and crafts	Dr. Pate will assign individuals to facilitate activities at the various tables.
Sign in Tables	Two tables will be manned at the entrances of the auditorium. Lillian will design sign in sheet and assign adequate staff to man the tables	Lillian
Dawn was assigned to the food	Dawn will coordinate food. Will send Sharon costs by next QEP Meeting	Dawn Green
Send Save the date Email	Dr. Pate will send a email with request to save September 14, 1:00 PM- 3:00 PM for attending the QEP Open House	Dr. Pate
Flyer announcing the QEP Open House	Barbara will design and place the flyer in August 31 Paychecks	Barbara Merlo
3 Good prizes	Andrea will obtain three good door prizes for winners of Bingo	Andrea Howard
Work order for LBJ Auditorium	At the next meeting the committee will develop a work order for the activity stations and sign up tables.	full committee
Work order for arranging the tables for open house	The committee decided on the arrangement of the tables and assigned persons to man tables for QEP Open House on September 14.	Andrea developed a graph depicting the arrangement. (See attachment A). Many thanks, Andrea!
Unit Assessment Reports Table	Deba was assigned the Unit Assessment Area	Deba Swan
QEP Report Card Table	Dr. Pate was assigned to the QEP Report Table	Dr. Pate
Cake Table	Dawn Green was assigned to the cake table	Dawn Green & Tina Ady
Purchase Order	Barbara Merlo will complete Purchase order for cake and candy so Dr. Pate can purchase the cake and candy at HEB	Barbara Merlo
Purchase cake, candy, and punch	Dr. Pate will take the Purchase Order Receipt to purchase food at HEB	Dr. Pate
MC and Bingo turn in Table	Andrea will accept Bingo cards and MC the activities	Andrea Howard
Request a memo and a telephone message from Dr. Anderson	Dr. Pate will request Dr. Anderson to send a Memo and telephone message urging supervisors to release personnel to attend the Open House/Forum	Dr. Pate
Sign-In Tables	Lillian is responsible for staffing two sign in tables	Lillian Young
E-mail announcing Joint QEP Collaborative and Specialist Meeting	August 25, 3:00 PM, Bldg.113, Room 106	Dr. Pate
Slide Show and Screen	Barbara will obtain a screen and AV projector	Barbara Merlo

Adjournment	11:25 AM	
CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING: September 7, 10:00 AM, Library

The September 7, Meeting was called to order AT 10:00 AM by Ms. Deba Swan, Chair. Attendance follows:

MEMBERS PRESENT: Telephone Extension OTHERS PRESENT

Name and Title	Telephone Extension	OTHERS PRESENT Name and Title
Barbara Merlo, Director Community Relations and Technical Publications	1999	
Andrea Howard, Coordinator, Community Marketing and Relations	1224	Dr. Sharon Pate, Extension 1182
Lillian Young Director, Institutional Effectiveness	1264	
Deba Swan, Assistant Director, Hobby Memorial Library	1872	
Tina Ady	285-5701	
Les Ledger Faculty, Business Administration & Paralegal	1434	

MEMBER ABSENT

Name and Title	Telephone Extension	Name and Title
Green Dawn Interim Department Chair, Mental Health	1856	

NEW ASSIGNMENTS

Agenda Item 09/07	Action Discussion Information	Responsibility
Assign responsibility for Make Your Own Bookmark Table		
Assign Responsibility for Complete Surveys Table		
Assign Responsibility for 3 UAR Tables		
Assign responsibility for Organization Table		
Assign Responsibility for Newsletters Table		
Adjournment		
CHAIRPERSON SIGNATURE:	DATE:	NEXT MEETING: