

Agenda Item	Action Discussion Information
Director's Report	Dr. Pate presented information concerning this report. Dr. Pate spoke about various units or departments and what their responsibilities to the QEP process were. Dr. P. also explained that the QEP Evaluation Survey that will be available at the Open House event was the final piece to the "CTC Report Card" for the QEP. Dr. Pate also spoke about each unit or department preparing posters for the open house. Dr. Pate said she would send an email with examples and subtitles to be used on unit or departmental posters. Dr. Pate recognized the additional members of the Specialist Team from student support services.
Challenges	Dr. Pate mentioned there have been some challenges for QEP representatives to present information about QEP to their unit or department. It was agreed upon that supervisor support is a necessary part of getting information properly dispensed to your unit members. Unit representatives were informed to contact Dr. Pate if there were any concerns about supervisor support.
Parade	At the October 10, 2005 parade QEP will have a large banner, held up by members who volunteered from the committee.
Action Plan 2	As part of last year's QEP, every instructional unit had to write 5 student learning outcomes based on the highest levels of Bloom's Taxonomy for selected courses.
Open House/Forum Report	Units/departments will man different tables at the open house. There will be door prizes given away and craft projects. Date: Sept 14, 1-3 PM
Schedule of Meetings	The next two meetings will be held on October 7, 2005 at 9:00 a.m. and November 4, 2005 at 9:00 a.m.
Break Out Session	The Teams divided into two groups—one for support staff and one for faculty. Each group focused on ideas for professional development. Each group met to discuss suggestions on conducting professional development, such as: times that are most convenient for the maximum amount of people to attend, location, and subject matter. In the support staff group, individuals were asked to come up with 3 objectives the training topics should cover. Each member was then asked to submit these to the group leader (Joanne Mathews)
Adjournment: (time)	September 2, 2005, 10:30 a.m.