

**QEP Budget Sub-Committee Meeting Minutes**  
**November 13, 2015**

Attendees: Sam Jones, Calvin Blackwell, Amy McCandless, Matt Nichols, Karin Roof, Divya Bhati, Ashleigh Parr

1. Overview of Reaffirmation - The reaffirmation process was discussed and the timeline was highlighted. Committee members were asked to hold the on-site visit dates on their calendars.
  - a. Reaffirmation Timeline
    - i. Compliance Certification (submitted to SACSCOC by September 12, 2016).
    - ii. QEP (Submitted to SACSCOC six weeks prior to onsite visit - early February 2017).
    - iii. On-Site Visit (SACSCOC peer review visit dates are March 28-30, 2017)
  - b. Reaffirmation Leadership Structure (College's Reaffirmation Leadership Team; Reaffirmation Steering Committee; Reaffirmation Working Groups; QEP Leadership Team and QEP Working Groups).
  - c. CofC Reaffirmation Leadership Team
    - i. Glenn McConnell (President), Brian McGee (Provost), Stephen Osborne (CFO), Todd Mc Nerney (Faculty member), Debra Hammond (President's Office), Divya Bhati (SACSCOC liaison), Amy Orr (Staff member)
2. Overview of QEP (CR 2.12 and CS 3.3.2) was provided.
  - a. What is a QEP (SACSCOC requirement)
    - i. Project that enhances student learning or the learning environment (action plan).
    - ii. Reviewed onsite (interviews).
    - iii. Scope: significant to the institution (strategic plan) and a major enhancement to student learning.
    - iv. Focused: manageable framework for development and implementation.
    - v. Institutional capacity/commitment (affordability and achievability).
3. Charge of the Committee outlined below was discussed. This working group plays an integral part in the broad-base participation. It will refine and develop the QEP budget.
  - a. Develop estimation for the financial, physical, and human resources necessary for developing, implementing, and sustaining the plan; including existing resources.
  - b. Record minutes of all meetings and file with OIEP.
  - c. Provide monthly updates to the Steering Committee.
  - d. Consult with QEP Director, as appropriate.

Before the next meeting, the Committee actions items are:

1. Review the notebook contents.
2. Read the QEP proposal paying particular attention to the proposed budget.
3. Review the SACSCOC QEP resources (QEP rubric; QEP section and appendix from *Handbook for Institutions Seeking Reaffirmation*).