

## Writing Discussion Meeting Minutes

**Date:** May 30, 2024

**Time:** 11:00 am

**Location:** MCC 4206

**Members:** Jeremy Bennett, Kristen Corbell, Amanda Fields, Justin Lyons, Amanda Melniczek, Ann Proudfit, Brad Speilman

**Guest:** Kara Baldwin

**Recorder:** Debbie Kelton

**Facilitator:** Jeremy Bennett, Kristen Corbell

TOPIC	PRESENTER(S)	
Welcome	Jeremy Bennett	Dr. Bennett welcomed the group.
QEP Outline	Jeremy Bennett Kristen Corbell	<p>Dr. Bennett thanked Dr. Baldwin for creating an outline to assist the subcommittee chairs while preparing their subcommittee reports which are due him no later than <b>June 15th</b>. Dr. Baldwin explained that she created the outline while trying to think about how she would write the proposal for the implementation of the QEP. Each subcommittee will write a report on the strategies needed to implement their topic. Dr. Baldwin will develop and send out a <i>QEP Writing Tips and Preferences</i> guideline. Each report will include: proof (lit review), timeframe, assessment, and communication. Marketing is included in each of the subcommittee strategies.</p> <p>Dr. Corbell discussed the first part (40 pages) of the report. GTCC’s QEP is “Success in the First 12 Hours”. Attendance is an activity that supports this. How do we articulate acknowledgement that the 8-week conversion will affect the QEP but it is not part of the QEP? Pull things in that will help with the QEP. Don’t go down that rabbit hole of Developmental and 8 weeks.</p> <p>Need to define activities in the lit review. Some are really good; some don’t seem as relevant and need some fine tuning. See the Team site for Lit Review. If you have something that is not applicable, move it to a different folder; don’t muddy it up. Michael Rose in the Library is available to do research. The strategies that we are developing can be backed into something (lit review) or something here at GTCC (internal).</p> <p>Dr. Corbell discussed the findings of the Off-Site Reaffirmation Committee. Planning – we have what we need for planning. It was truncated out of the summary.</p>
	Dr. Bennett	<p>Dr. Bennett reported that he met with Justin Lyons this morning.</p> <ul style="list-style-type: none"> <li>• We are going to go ahead with messaging/communication</li> </ul>

		<ul style="list-style-type: none"> <li>• Mass blast in August at Celebration of Excellence</li> <li>• Have Ambassador/Champions (faculty, staff, and students) promote the QEP</li> <li>• QEP Website with meeting minutes for transparency</li> <li>• Everyone will be sick of hearing about the QEP</li> <li>• Swag (lanyards, tee shirts, water bottle, pins, etc.)</li> <li>• PowerPoint at Celebration of Excellence</li> <li>• Branding is coming August 1; PowerPoint Presentation</li> <li>• Elevator speech – What is the QEP and what it means</li> </ul>
		<p>Dr. Baldwin offered to review subcommittee reports before they are submitted to Dr. Bennett. Please send to her a week before it goes to Dr. Bennett. She will review and send back with comments/suggestions. She realizes that there will be some duplication across the subcommittee reports but in the final draft we can delete the redundancy and give the report “one” voice.</p> <p>For the Lit Review</p> <ul style="list-style-type: none"> <li>• Use APA formatting</li> <li>• As footnote, include the full APA citation and the link or PDF</li> <li>• Book or website add citation and link to a Word document; save in QEP Lit Review Teams folder</li> <li>• Use current sources</li> </ul>
Next Meeting		TBA