The meeting was called to order by committee co-chair Susan Evans at 10:00 a.m.

I. Update

Susan welcomed everyone and announced that the document is almost done and that it would be submitted Monday, September 14. Susan provided a handout with key terms and structural diagram. Members discussed the common course structure noting that it would not dictate how the course was taught. The structure would apply mostly to the terminology, placement of menu items, and basic navigation. Bill Grose said “This is good,” and asked if it would be implemented across all classes. Dr. Dean Sprinkle said that Bill was ahead of the curve. Rita and Susan commented that as it was implemented by the QEP, data would be collected and then decisions would be made on how to apply it to all classes. Susan also provided a handout with the action and the plan for assessment and assessment tools.

II. Marketing Update

Ken Fairbanks will be creating and printing QEP posters to display across campus. Plans are also in the works to purchase printed screens for the large Grayson Hall windows to promote the QEP. Members are getting a count of stalls and urinals in all of the on and off site restrooms to display campus information and QEP updates at each one. Susan and Rita will be producing monthly newsletters. The marketing team is also working on a website. The marketing committee will meet again Thursday, September 17, 2015.

III. SDV 100 Redesign Update

Stan Jones, Karen Hawkins, Gerald Goad, Josh Floyd, April Mullins, Karla Yates, and Renee Thomas are working together on the SDV redesign. Members discussed that the consultants suggested that the redesign should be implemented across all the SDV courses; online, hybrid, and face to face. Stan suggested that the SDV course be used as the example for the common course format and that it be sent out as an example with directions to faculty. Members discussed having the common course format ready by September 25 and the SDV redesign ready by October 16.
IV. **Smarter Measures**

The group discussed the Smarter Measures assessment in the SDV course and what data could need to be pulled from it for Kent Glindemann. The group discussed the development of the assessment and the tool to get the data. Online Learning Success (OLS) is optional now but will be required in the Spring SDV courses. Members suggested a survey to obtain baseline data of how students who have not had the OLS compare to students who have not taken the OLS Smarter Measures.

V. **Other**

The group decided to meet weekly to prepare for the upcoming on-site visit.

The next meeting was set for September 18 at 10 am. The meeting was adjourned.