



QEP Committee Meeting Agenda



Thursday, August 29, 2019

2:00 p.m.

1. Opening
2. Marketing Update
 - a. Review minutes of marketing meeting
 - b. Time-line for kick off
3. Assessment Meeting Update
 - a. Review minutes of assessment meeting
4. Orientation Update
 - a. Orientation Goals
 - b. Data Points
5. Advising Update
 - a. Review minutes from Jenzabar meeting
 - b. Note Pad (Guest Paul Paniccia – IT – Jenzabar)
 - i. Implementation
 1. Need list of all advisors to put into Jenzabar
 2. Need to install Jenzabar Desktop on advisor's computer
 3. Advisor/counselor training in using (Prof. Dev.)
 - a. Certificates awarded by Jenzabar
 - b. Train the trainer
 4. Create tags to track information
 5. Any documents that need to be digitized
6. Ms. Dixon indicated we need to start with data collection by mid term
7. Comments/Questions