

## **Minutes: QEP Budget Subcommittee meeting:**

October 6, 2017 from 3:00 – 4:00pm

6<sup>th</sup> floor Library (open area)

In attendance: Mrs. M. Riley, Dr. J. Mann, Mr. D. Rose, Dr. T. Hefner-Babb

- Welcome and call to order: Melissa Riley.
- Minutes approved with changes from August 18:
- Discussed the following QEP budget categories.
  - **Personnel** (Administration and Oversight)
    - QEP specific staff (FYE Director/ QEP Assistant Director/ Administrative Asst.)
  - **Instructional Support**
    - Institutional Commitment of Faculty or Part-time Faculty
      - Director of First-Year Math Experience
    - Student Workers
  - **Department Operating Expenses** (M&O)
    - This could cover classroom materials for math courses offered.
    - Miscellaneous office and classroom supplies
    - Math Lab Software
    - Workshops/ Events/ Food
  - **Marketing**
  - **Office Equipment**
  - **Travel** (NEED MORE FUNDING IN TRAVEL THAN CURRENTLY ALLOCATED).
  - **Professional Development**
    - Consultants
    - Conference Fees
    - 3 speakers per year (counting one from August.)
  - **Assessment**
- Discussion took place and we voted to send information electronically.
- Next meeting to be determined using doodle poll.
- Meeting adjourned.