

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

February 12, 2018

In attendance: Ms. M. Riley, Dr. K. Smith, Mr. D. Rose, Dr. J. Mann, Dr. C. Chen, Dr. T. Hefner-Babb, Ms. C. Hodge, Dr. J. Alm, Mr. C. Kelly.

- Welcome and call to order: Melissa Riley.
- Approval of minutes from meetings held 11/16/17.
- Budget adjustments and updates are as follows:
  - Received 45k instead of 100k requested for the math lab.
  - SACSCOC will not be reviewing until 2020. Therefore 25k for onsite visit budget changed. To be confirmed whether this adjustment will come out of QEP budget or SACSCOC budget?
  - Professional Development adding 10k to its current 7.5k.
- A new role proposed for a staff member to be stationed in the tutoring lab for student sign in, text book check out, proctored ALEKS exams. Budget line to be requested for next year (critical to the QEP). To be added to Math department budget so it does not come from QEP budget.
- Retain same number of years in budget for QEP process, but accreditation will now occur in year 4 instead of year 5.