



QEP Topic Selection Committee Meeting

Friday, May 21, 2021

9am-11am

	Topic	Presenter	Time Allotted	
I.	Welcome / Approve Minutes	Misty Rasmussen	9:00 - 9:05 AM	5
II.	Checklist #1 - for 4 remaining topics	Misty Rasmussen	9:05 - 10:05 AM	60
III.	Check in - how are things going?	Misty Rasmussen	10:05 - 10:20 AM	15
IV.	Meet in checklist #2 groups	Misty Rasmussen	10:20 - 10:45 AM	25
V.	Next steps - How summer meetings will go	Misty Rasmussen	10:45 - 10:55 AM	10
VI.	Adjourn / Assignments for Next Time	Misty Rasmussen	10:55 - 11:00 AM	5

Other Information

To Do Before Meeting:

- 1) Please Review Minutes from [4-30-21 meeting](#) AND the [5-7-21 meeting](#) (we will need to approve BOTH of these at the meeting).
- 2) Use [THIS HANDOUT](#) to review and tag TEN MORE answers to our survey.
 - a) Please pay special attention to the information about how to get new tags added (it is highlighted in light green).
- 3) Review the items highlighted in yellow (rows 39-42) on [OUR TRACKING SHEET](#).
 - a) In our meeting, we'll be putting these 4 items through checklist #1.
 - Column J "First Pass Status" has checklist #1 in it - just hover over the column heading.
 - b) Please review the topic suggestions, and come to the meeting ready to vote on them. (It may be helpful for you to take notes in a separate place - you will not be able to edit the tracking sheet).
- 4) Review your [TEAM ASSIGNMENTS](#) (these will be the teams we'll be in for our checklist #2 work).

Resources:

- 1) The [START HERE document](#) for our Topic Selection Committee has ALL your resources! (It is still in progress, but you can take a peek!)

Special Notes:

If you are unable to attend this meeting, please email misty.rasmussen@austincc.edu and mpatters@austincc.edu