Name of meeting: _____QEP Implementation Team Meeting_____ **Date of meeting:** 2/20/2015

Time of meeting: 12:05PM – 2:36PM   **Place of meeting:** BSCI Rm. 114

Members present: Erin Balmer, Vanessa Capps, Jay Coomes, Blake Dula, Jennifer Henson, Steve Hollifield,

Melissa Johnson, Alice McCluney, Loreen Smith, Kimberly Snyder, Pat Wall

Members absent: Adam Pettit, Sarah Rodriquez
Guests present: None

Topic	Discussion	Action
	Pat Wall called the meeting to order.	
Approval of Minutes	Jan. 29th minutes were sent via email/Moodle. Melissa motioned/ Jay seconded	Minutes were approved as written.
Jay Comes/Marketing Update	• Marketing subcommittee reported successful Professional Development day. • We made the Daily Courier with report about our QEP/Professional Development Day. • Sports Day will be Tuesday, April 14, 2015 • Committee to meet again next Wednesday. • Asked to put together a "Color Run" • Pinewood derby race kit may be available for students • Need to strongly encourage Faculty to participate in activities	Jessie will be doing a 2nd part on Ed Planning in the next Campus Connection.
Jessie Fletcher/Ed Planning	Ed Planning committee met a few days ago. • Brainstormed - Need checklist of classes,	

	- including developmental courses and semesters offered. - Used Business Admin sheet as guide. Showed an example created which included advisor info on sheet - We will be getting the state purchased "Student Planner" software - Vanessa is giving a demo at the next Ed Planning meeting - Registration meeting, we will offer 2 days and it will be more interactive with different scenarios played out.	
Melissa Johnson/ACA Update	- ACA Revision team met - HHPS does not have a member on the committee since they have never offered a section of it before. - Committee discussed ACA 115/122 and whether it is truly beneficial to keep as 115 or switch over to 122 - ACA at High Schools – ACA 115 has been taught at HS to freshmen and sophomores - There is a lack of consistency and a lack of qualified teachers teaching at the HS - They are tweaking it to fit the HS not Isothermal - Strongly recommended to take ACA 115 out of the HS - Designing a training program that ALL ACA instructors will go through - Any new instructors would need to take training and	

	shadow a person that is already teaching for a year before being sent out on their own • Cannot be part-time to teach • Master degree needed since it is a transferable class. Discussion ensued about only those with a master's degree being allowed to teach it, none of the cosmetology instructors have this credential and their students rarely transfer. With the mandatory training for all ACA instructors, the master's level credentialing could be waived with suitable other credentials. For ACA 122, the inclusion of the word "/OR" in the student learning outcome along with prepare for a new career would cover students transferring to a university and preparing for a career. • Add department specific competencies as needed • Tuesday, March 5 @ 12:00 meet again to look at both Bret and Melissa's syllabi and create a 16-wk template • Being piloted in Melissa and Bret's sections this fall • Every Moodle course will be the same as far as assignments for data collection and consistency • Only students that are truly online will be allowed to take ACA online	

Financial Aid	Please make sure Karen Harris is invited to your next Department Meeting to discuss R2T4 money.	
Kim Snyder/Orientation Update	- Professional Development Day went well - Reviewing feedback from Prof. Dev. Day - A lot of Aha moments - Got Advantage for under the $25,000 mark - Still have some work to be done, but have the green light to go - Vanessa sent out the email that we have been approved to have the last day of registration for orientation	
Definitions	- Academic Alert: Status of student's cumulative grade point average (GPA) falls below 2.0. - Ed Planning: No change - Comprehensive Education Planning: Added (if required for program of study)	
QEP in Syllabi	We want to have a blurb about QEP in the syllabi template such as our focus statement	
QEP MCEA	- QEP assignment to be added as the MCEA. This will get the message out and have consistency throughout campus. - Students will have more exposure to QEP - Another way to have faculty involved with QEP	
SLO 2.1 First-time students will access technology-related resources through Moodle, Patriot Port, and student email.	ACA Assignment: Email Instructor Baseline: - No comparative data for first time students Threshold: - Went from 75% to 80%	

	ACA Assignment; Students made 100 on Patriot Port Quiz. Baseline: • No comparative data for first time students Threshold: • Went from 75% to 80% ACA Assignment: Designated Moodle assignment Baseline: • No comparative data for first time students Threshold: • 80% Baseline students were not all first semester students. Fail to engage due to personal reasons	
SLO 2.2 First-time students will develop an educational plan	ACA Assignment Designated Moodle assignment Baseline: • No data comparative data for first time students ACA Survey questions about Ed Plan Baseline: • 70% Of Responses from ACA survey from 6 semesters	After discussion we will not use the ACA Moodle quiz to collect data at this time.
SLO 2.3 First-time students will access academic support and financial aid services as needed	Will hold on Students Receiving Aid in subsequent year.	Pat will meet with Anne and Karen to go over flawed data.
SLO 3.1	Moved to 4th year. SLO as well as Student Planner	
SLO 3.2 Will become SLO 3.1 First-time students will maintain at least a 2.0 GPA.	Academic Standings report pulled from Colleague using Informer Baseline: • 87% Not on academic alert. No data for first time students. Average of student body alerts over 6 semesters	

	Threshold: • 75% Baseline students were not all first semester students	
Next Meeting	March 6, 2015 @ 12:00 BSCI 114	

The meeting adjourned at 2:36pm.