

**Name of meeting:** QEP Implementation Team Meeting **Date of meeting:** 4/10/2015

**Time of meeting:** 12:11PM – 2:27PM **Place of meeting:** BSCI Rm. 114

**Members present:** Erin Balmer, Vanessa Capps, Jay Coomes, Blake Dula, Jessie Fletcher Jennifer Henson, Steve Hollifield, Melissa Johnson, Alice McCluney, Adam Petit, Sarah Rodriquez, Loreen Smith, Kimberly Snyder, Pat Wall,

**Members absent:** Steve Hollifield, Sarah Rodriquez

**Guests present:** None

Topic	Discussion	Action
	Pat Wall called the meeting to order.	
Approval of March 6th Minutes	Pat asked for approval of the March 6 <sup>th</sup> minutes. Loreen Smith made motion and Erin Balmer seconded the motion	Minutes were approved as written.
Marketing Update/Jay Coomes	<ul style="list-style-type: none"><li>• Tuesday, April 14<sup>th</sup> will be Sports Day.</li><li>• Sent out an email looking for Fun People to help participate with the Fun Run.</li><li>• Confetti cannons, bubble invasion, silly crazy string, under the limbo poll, video shoot</li><li>• Video: Archive shoot as many people possible</li><li>• Come up in 5 words or less on 9 different cue cards</li><li>• Cue cards would read: Start Strong. Finish Stronger. is _____. Participants would fill in the blank with things like Mandatory Orientation, Completion of ACA within</li></ul>	

	<p>first 15 hours, completing an Educational Plan.</p> <ul style="list-style-type: none"> <li>• Video will be edited and will help reinforce the QEP</li> </ul>	
Orientation Update/Alice	<ul style="list-style-type: none"> <li>• Group working on developing content for modules</li> <li>• Orientation will roll out on the 2<sup>nd</sup> day of last chance registration.</li> <li>• Erin will be soliciting faculty volunteers</li> <li>• There will be two sessions; one will be at 5:30. The other is TBD</li> <li>• Booths in the lobby an hour prior to orientation with clubs to introduce students to college culture</li> <li>• Sending photos and logos to Advantage</li> <li>• Advantage will be sending two concept models to choose from</li> </ul>	
Ed Planning Update/ Jessie	<ul style="list-style-type: none"> <li>• Departments had a deadline of March 20<sup>th</sup> to have their Ed plans turned in</li> <li>• Working on template that was sent out to everyone</li> <li>• Wanting to get these into the catalog and online</li> <li>• Working on getting Blain contracted to create a program that will run to make sure there are no course conflicts and to ensure that students can complete in fall/spring, fall/spring with no problems</li> </ul>	
Committee Talking Points	<p>If you have not contacted Pat about the committees that were presented the talking points and you went to a committee, please get that</p>	

	information to Pat ASAP. The documents will be going to the reviewers on the 17 <sup>th</sup> .	
SLOs 2.2 and 2.3 to ACA SLOs	Rewording the SLOs 2.2 and 2.3. They were very closely aligned with the ACA SLOs for 122 that came from the state. Rewording so that it is a smooth transition.	
Karen Harris Follow-up	<ul style="list-style-type: none"> <li>• Working on the flawed data to create a program to run for us.</li> <li>• Anne has addressed a research group that is going to come in and get us all on the same page</li> </ul>	
QEP MCEA	<ul style="list-style-type: none"> <li>• Approach your departments and talk to them about using this as an assignment</li> <li>• If not the MCEA, will they make it an assignment due within the first week</li> </ul>	
May 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>• Next meeting will be on May 1<sup>st</sup>, 10-2</li> <li>• Everyone is expected to be there</li> <li>• Please plan to be here an extra hour to go over what they tell us.</li> </ul>	
Story Board/Anne	<ul style="list-style-type: none"> <li>• Anne went over the presentation outline</li> <li>• SACSCOC uses the heading in their rubric</li> </ul> <p><u>An Institutional Process</u></p> <ol style="list-style-type: none"> <li>1) Introduction <ol style="list-style-type: none"> <li>a) Kim Gold will do the Welcome</li> <li>b) Pat will introduce the QEP</li> </ol> </li> <li>2) Snowball <ol style="list-style-type: none"> <li>a) Convocation</li> <li>b) Sports Day Survey</li> <li>c) Pat will cover these</li> </ol> </li> <li>3) Performance Measures <ol style="list-style-type: none"> <li>a) Alice</li> </ol> </li> <li>4) Strategic Plan and Patriot's Aim (Target 3)</li> </ol>	

	<ul style="list-style-type: none"> <li>5) Student Testimonial <ul style="list-style-type: none"> <li>a) Alice</li> </ul> </li> <li>6) Development Team and Implementation Team <ul style="list-style-type: none"> <li>a) Literature Review</li> <li>b) Alice</li> </ul> </li> <li>7) Community-wide Survey <ul style="list-style-type: none"> <li>a) Anne</li> </ul> </li> <li>8) Internal Measures <ul style="list-style-type: none"> <li>a) Fall to Fall retention-- campus wide--Enrollment analysis.</li> <li>b) Fall to Fall retention based on award letters (student load and academic program) (Karen and Joel)</li> <li>c) Satisfactory Academic Progress (Karen and Joel)</li> <li>d) Academic Alert (Vanessa) # who receive letter re: unsatisfactory academic progress</li> <li>e) Orientation-# retained who attended pilot in comparison to similar group who did not (Alice)</li> <li>f) Orientation pilot students who took ACA in first 15 credit hours (Alice and Jessie)</li> <li>g) Comparison of those who took ACA in first 15 and those who did not in terms of retention and Cumulative GPA</li> <li>h) Decrease of full-time students (Anne)</li> <li>i) # of late registrations (??) or on time registrations. (Vanessa)</li> <li>j) **Second applications on-time (Joel) (Figures should go up to prove that students are able to get their FAFSA in on time.)</li> <li>k) CCSSE</li> </ul> </li> </ul>	
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	<p>l) Anne</p> <p><u>Focus of the Plan</u> ( Under these areas you will be able to tell what your areas are doing)</p> <p>1) Program Logic Model</p> <p>a) If this condition exists for this population and we implement these strategies this many times for these individuals , we expect this short-term change and we expect this out come to impact the college overall.</p> <p>b) Anne</p> <p>2) Overview</p> <p>a) Pat</p> <p>3) Educate</p> <p>a) New Student Orientation</p> <p>b) Alice and Kim S.</p> <p>4) Engage</p> <p>a) Enhanced ACA – Melissa and Brett</p> <p>b) Educational Planning – Vanessa and Jessie</p> <p>5) Empower</p> <p>a) Pat and Alice</p> <p><u>Institutional Capability for Initiation, Implementation, and Completion of the Plan</u></p> <p>1) Marketing</p> <p>a) 5k</p> <p>b) Logo contest</p> <p>c) Balloon Drop</p> <p>d) Sports Day/Derby</p> <p>e) More to come...</p> <p>f) Jay and Vanessa</p> <p>2) Personnel</p> <p>a) QEP Coordinator</p> <p>b) First Year Experience Coordinator</p> <p>c) ACA Coordinating Instructor</p>	
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	<ul style="list-style-type: none"> <li>d) Director of Institutional Assessment and Accreditation</li> <li>e) Kim Gold</li> </ul> <p>3) Committee Structure</p> <ul style="list-style-type: none"> <li>a) Start Strong. Finish Stronger Committee-subcommittees: Orientation and Ed Planning</li> <li>b) ACA Steering Committee</li> <li>c) SACACOC Steering Committee</li> <li>d) Kim Gold</li> </ul> <p>4) Timeline</p> <ul style="list-style-type: none"> <li>a) 5 Year Line</li> <li>b) Pat</li> </ul> <p>5) Budget</p> <ul style="list-style-type: none"> <li>a) 5 Year Budget</li> <li>b) Pat</li> </ul> <p>6) Organizational Impacts</p> <p><u>Assessment Plan</u></p> <ul style="list-style-type: none"> <li>1) Educate <ul style="list-style-type: none"> <li>a) Anne</li> </ul> </li> <li>2) Engage <ul style="list-style-type: none"> <li>a) Anne</li> </ul> </li> <li>3) Empower <ul style="list-style-type: none"> <li>a) Anne</li> </ul> </li> </ul> <p><u>Broad-Based Involvement of Institutional Constituencies</u></p> <ul style="list-style-type: none"> <li>1) Faculty <ul style="list-style-type: none"> <li>a) Melissa</li> </ul> </li> <li>2) Students <ul style="list-style-type: none"> <li>a) Melissa</li> </ul> </li> <li>3) Staff <ul style="list-style-type: none"> <li>a) Melissa</li> </ul> </li> <li>4) Community <ul style="list-style-type: none"> <li>a) Melissa</li> </ul> </li> <li>5) BOT <ul style="list-style-type: none"> <li>a) Anne</li> </ul> </li> </ul> <p><u>Closing</u></p> <ul style="list-style-type: none"> <li>1) Closing comments</li> <li>2) Questions</li> </ul>	
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Trial Run	We will meet on April 23 <sup>rd</sup> -2:30-4:30 in the Blue Room to go over presenting.	
Questions to ask	<ol style="list-style-type: none"> <li>1. Are the SLOs well worded? Are there too many SLOs?</li> <li>2. Is the assessment plan relevant to the topic? Is it too much?</li> <li>3. Is there a clear case for the institutional need of the topic?</li> <li>4. Other data that we can be looking at? Additional focus groups? Retention, completion, progression (sub-groups) Do you have informer statements to share?</li> <li>5. What current research could further our case?</li> <li>6. What are strengths and weaknesses?</li> </ol>	
For Onsite	<ol style="list-style-type: none"> <li>1. How long was your presentation? Was ours too long? Or too short?</li> <li>2. Who was a part of your presentation?</li> <li>3. How did you prepare students and faculty for interviews?</li> </ol>	
<p>Do we do anything differently as a result of the <u>QEP process</u></p> <p>Past /Current</p> <p>How are we expecting the institution to change to <u>support QEP?</u></p> <p>Future</p>	<p><u>Past/Current Process</u></p> <ol style="list-style-type: none"> <li>1. Pilot of new ACA structure/review of curriculum</li> <li>2. Have an orientation</li> <li>3. Each program has an educational plan</li> <li>4. Change wording to “educational plan” from “advising”</li> <li>5. Systematic analysis of course schedule and curriculum to determine students can complete</li> </ol>	

	<ol style="list-style-type: none"> <li>6. New 5k</li> <li>7. New logo</li> <li>8. Intermural sports-SGA more campus life</li> <li>9. More faculty involvement with students outside of classroom</li> <li>10. Sports Day focused on Start Strong. Finish Stronger. Other groups adding in like the derby race</li> <li>11. Presentations to each active committee</li> <li>12. Logo has been adopted widely</li> <li>13. QEP coordinator focused on implementation</li> <li>14. Recommended assignment for all courses</li> <li>15. Added message to syllabus template</li> <li>16. Systematic approach to student completion-integrated.</li> <li>17. Advising meetings with faculty now focused on ed planning/scenarios</li> </ol> <p><u>Future</u></p> <ol style="list-style-type: none"> <li>1. Required training for all ACA instructors</li> <li>2. SSFS is a part of culture-faculty more involved and interactive</li> <li>3. Creation of new committee and subcommittees</li> <li>4. Increased understanding of importance of ACA</li> </ol>	
Document	Pat will email the final document over the summer	

**The meeting adjourned at 2:27pm.**