

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 5/2/2014

Time of meeting: 12:00 PM – 4:00 PM **Place of meeting:** Communications Rm. 108

Members present: Erin Balmer, Vanessa Capps, Jay Coomes, Jessica Fletcher, Jennifer Henson,

Melissa Johnson, Alice McCluney, Kim Snyder, Pat Wall, Adam Petit, Deborah Wiltshire

Members absent: none

Guests present: Jeff Boyles, Cody Smith

The meeting was called to order at 12:00 noon by Pat Wall, QEP Director.

| Topic | Discussion | Action |
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| Approval of minutes from the 4-2-2014 meeting. | Minutes were emailed to each member on 4-7-2014 | Minutes were approved with minor grammatical corrections. |
| Ngina Smith | Pat reported that Ngina Smith was resigning her position on the committee. | Melissa Johnson, Business Administration/Computer Information Technology Faculty, from the Business Division will take her place on the committee. |
| IPEDs meeting on April 14 | Pat reported on the IPEDs meeting that she attended on April 14, 2014. She reported that she reviewed the QEP website information with Keith Brown. They discussed possible indicators for success. She said that they discussed a pilot group that would be randomly selected from a IPEDs cohort. | Pat will put the IPEDs data on the QEP website for all to review. The committee thought that the data should be changed to include work more than 30 hours. In addition, Pat will review with Anne Oxenreider the possibility of increasing the numbers in the pilot group to 50. |
| Convocation | Pat reported that on the second day of convocation, the QEP committee will have 20 minutes to tell a story of what the committee is doing. | It was tentatively decided that there would be a board writing activity to request ideas from the group regarding how to collect data or ways to track data that is needed. Jessie will review the website; Jay will review the marketing strategies; Vanessa, Erin, and Adam will write/participate in a skit. |

| Topic | Discussion | Action |
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| <p>Definitions</p> <ul style="list-style-type: none"> • Faculty Advisor • Advising • First Generation College Student | <p>Jessie and Adam led the session on definitions. Jessie reviewed samples of Faculty Best Practices when advising students.</p> | <p>Samples of Faculty Best Practices to consider include:</p> <ul style="list-style-type: none"> • Initiate and maintain regular contact with all advisees • Establish relationships that engage, educate, and empower advisees to successfully complete their goals • Provide accurate, timely, and consistent information about the College and its programs • Maintain a high degree of professionalism when relating to advisees • Engage in personal growth and development in support of the College's mission <p>It was decided that the First Generation College Student would be too difficult to track, so it will be dropped at the time.</p> |
| <p>Cody Smith</p> | <p>Cody Smith, SGA representative spoke to the group regarding what the College could do to better assist students.</p> | <p>Cody reported the following suggestions:</p> <ul style="list-style-type: none"> • More activities that are student-led • More student involvement on campus • Create things to keep students interested so they will be retained • Advising center where you can go anytime to ask questions • Assigned faculty advisors so students can schedule appointments • SGA representatives from all programs to attend meetings |

| | | <ul style="list-style-type: none"> • ACA provides a good basis for understanding the College and support systems |
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| Topic | Discussion | Action |
| QEP website | Kim Snyder reported on the QEP website. | She reported that we needed to add the new mission statement and the QEP focus statement. |
| Focus Statement | Pat stated that due to lack of time we would not discuss the focus statement at this time. | Homework for the committee includes: <ul style="list-style-type: none"> • Review the focus statement • Write down any possible changes |
| QEP Marketing | Jay reported on QEP marketing activities. At this time, the marketing committee consists of: Pat Wall, Alan Beam, Vanessa Capps, Jay Coomes, and Adam Petit. Their next meeting will be on Tuesday morning at 8:30 on May 6, 2014. | They have discussed the following items for marketing: <ul style="list-style-type: none"> • Promotional items needed • Proposal for finances needed • Possible 5K Patriot run/walk for September 27, 2014 at the ICC 50th celebration |
| Barriers to student completion | Pat led a discussion and group activity for identifying the data sources and measures/program indicators for the identified barriers. | Pat will create this document and post it on the QEP website. |
| ACT-ENGAGE | Melissa reported on this student assessment tool. | She reported that it can be used by each school as a survey to determine the level of student engagement and it could be included in the ACA course. |
| Financial aid data | Jeff Boyles reported on financial aid data statistics. Students receive 30, 60, and 90 day reminders for not completing their files. | It was determined that financial aid data could be used to track the first four data sources from the barriers list. |

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| Meetings at other NC Community Colleges | Alice reported on two meetings: <ul style="list-style-type: none"> • May 28, 2014 at 9:00 am at AB Tech in Asheville • June 4, 2014 at 10:00 am at Mitchell Community College in Statesville | Committee members will meet at the college to travel to the meetings. Pat will send information regarding transportation. |
| Topic | Discussion | Action |
| New Orleans SACSCOC meeting July 20-23, 2014 | Pat gave a brief update of the New Orleans SACSCOC trip. | At this time six people have been selected to attend. The persons who will attend the conference include: <ul style="list-style-type: none"> • Anne Oxenreider • Pat Wall • Alice McCluney • Jay Coomes • Vanessa Capps • Erin Balmer |
| Future meetings | | Since some of the faculty members are off during the summer, future meetings will be determined when fall semester 2014 begins. |

The meeting adjourned at 4:00 pm.