Name of meeting: _____QEP Implementation Team Meeting_____ **Date of meeting:** 6/17/2015

Time of meeting: 2:00PM **Place of meeting:** BSCI Rm. 114

Members present: Erin Balmer, Jay Coomes, Jessie Fletcher, Alice McCluney, Anne Oxenreider Loreen Smith,

Kimberly Snyder, Pat Wall

Members absent: Blake Dula, Jennifer Henson, Steve Hollifield, Melissa Johnson, Adam Petit, Sarah Rodriquez
Guests present: Kim Gold

Topic	Discussion	Action
	Pat Wall called the meeting to order.	
Things We Know	Evaluators have come and we need to scale back. Where are we going? Need to build buy-in. Paper needs to be written and in by the first of August	
SIP Grant	• Put together an application for Strengthening Institutions Program grant. • $400,000 for the next five years. • We have a comprehensive model drafted and hopefully it will go through.	
	• Another grant for $100,000-200,000 for the next four years to help bring in a success coach, early intervention software and support for that software. • A group of colleges have applied for this grant.	
Feedback from Group	• Jessie: Concern about Student Planner. Don't want to implement something and then have to switch to a new system.	

	• Pat: Option A grant would be the best, but option B is okay. Thinks the buy-in is there. Doesn't want to learn one kind of software and then switch over to a new system. • Erin: Education piece was one of the weakest links. Will this weaken our QEP? Anne: We will have to be clear on how we are going to do it and what system we are going to use to do it. • Jessie: What is the timeline for the software? Anne: The first grant implements in Oct. and the second grant would be around the same time with some flexibility. • Dr. Gold: Comprehensive educational plan is more than a student having a checklist. What's new is that we are talking to the student about their individualized plan and how they are going to meet their goals. It should not all be hanging on a software package. • Alice: Feels better after seeing the grant and seeing the cohesiveness. • Loreen: Early intervention forms were low. Buy-in: combing the committees and letting others join in to help with training.	
Training Advisors	• Concerns: Assessing advisors once they have been through training. They can be assessed during the training program, but how do we assess them after? Survey students/Focus	

	groups? How do we measure to make sure that the conversations are happening and how do we assure the evaluators that they are? • Anne: Orientation and ACA will be all first-time students. When we get into success orientated advising we are just talking about students that are deviating from their path. Academic alert and SAP will be the reactive measures.	
First in the World Grant	• This grant will require randomized study and that faculty use the web attendance. Can be a good thing. Will track NS and attendance as well as some Moodle activity. Once we get it going, it will be a good thing. •	
Editor of QEP	Dr. Kathy Ackerman has agreed to take on the role of editor for the QEP paper.	
QEP Paper		Anne will write the paper and have and out to us so that we can all review it.
Convocation	Loreen suggested that we do small groups to large groups.	Figure out what we are going to be doing at Convocation.
Why are we doing this?	Dr. Gold asked the question of "Why are we doing this?" What are you saying when you are asked? Pat replied with: "To help students understand college knowledge and understanding to complete their educational plan." Helping students jump the hurdles and complete.	

The meeting adjourned at ? pm.