

Members choose which section to attend based upon their schedule.

Name of meeting: QEP Implementation Team Mini-Meeting **Date of meeting:** 9/22/2014

Time of meeting: 8:00 AM – 9:10 AM **Place of meeting:** BSCI Rm. 127

Members present: Vanessa Capps, Jennifer Henson, Steve Hollifield, Alice McCluney, Adam Petit, Pat Wall

Members absent: Erin Balmer, Jay Coomes, Jessie Fletcher, Melissa Johnson, Loreen Smith, Kim Snyder, Deborah Wiltshire

Guests present: None

Topic	Discussion	Action
Talking Points.	Pat Wall	Pat went over the talking points that had been created during the meetings and we looked at what changes need to be made since our discussion with Dr. Cardell.
Confirm Changes	Mandatory Orientation and ACA	<ul style="list-style-type: none">• Professional Advising is being removed from our plan.• Dr. Gold suggested four areas that we need to look at:<ul style="list-style-type: none">○ Financial Aid○ Educational Planning○ College Resources○ ICC Culture○ Alice is looking into prices for videos.
Dr. Cardell	What are we doing different?	<ul style="list-style-type: none">• Need to have modules that can be tracked.• ACA should be a continuation of Orientation• Financial Aid needs to be a part.<ul style="list-style-type: none">○ What do I need to do when needs to be answered for the student.• Get scholarship information out to students.
PowerPoint		If you see anything on the first two

		slides that needs to be removed, mark though it.
Headings on Performance Measures	Change so that everyone understands what they represent	2007-2013, 2006-2012, 2005-2011, etc...
Focus Statement	Pat led the discussion on changing the focus statement to match the modifications	<ul style="list-style-type: none"> • "...completion through comprehensive educational planning." • "...completion through intensive introductory educational planning."
Educational Planning Sheets	How are advisors going to customize to individual students?	Should a student be told up front that it may take 3-5 yrs. To complete a 2-yr. degree if they need developmental classes? How do we define an Individual Plan? Be thinking about these questions.
College Culture	Definition	Should term be changed to Campus Life instead of College Culture?
Engage Slide		Learning Outcome add Campus Life or College Culture.
Empower Slide	Should Maintain 2.0 GPA be changed to SAP?	Dr. Gold suggested that we change it to SAP. What are thoughts?

The meeting adjourned at 9:10 am.

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 9/22/2014

Time of meeting: 2:00 PM – 3:00 PM **Place of meeting:** Business Sciences, Room 114

Members present: Erin Balmer, Jay Coomes, Jessica Fletcher, Melissa Johnson, Loreen Smith,
Pat Wall, Deborah Wiltshire

Members absent: Vanessa Capps, Jennifer Henson, Steve Hollifield, Alice McCluney, Adam Petit, Kim Snyder
(members had the option to attend the morning session at 8:00 am or the afternoon session at 2:00 pm)

Guests present: none

The meeting was called to order at 2:00 pm by Pat Wall, QEP Director.

Topic	Discussion	Action
QEP timeline	Pat reviewed the QEP timeline.	Pat gave copies of the QEP timeline to all members.
QEP focus	Pat reviewed with the members that the QEP focus would be mandatory orientation and ACA. She further clarified the four components that would be included in both the orientation and ACA. These four components will be included in both ACA 115 and ACA 122.	<p>The four components, which all need to be presented from a student perspective, include:</p> <ul style="list-style-type: none">• Financial aid• Educational plan• College resources• ICC college culture <p>She further indicated that a fifth component needs to include technology.</p> <p>It would be preferable to teach the educational plan module around early registration.</p>
QEP PowerPoint and talking points	Pat reviewed the QEP PowerPoint.	Minor changes were made using input from the members present at the morning session as well.
Mock interviewers	Pat discussed when the mock interviewers would be on campus.	Mock interviewers will be on campus the first week of May 2015

		to review the QEP.
Topic	Discussion	Action
QEP Pilot	Pat led the brief discussion about the target group.	We need to decide whether to use 50 students or the entire target group.
ACA within the first 15 hours	Pat indicated that the group needs to decide on the criteria for ACA.	We will decide the timeframe at a later date.
SLOs	Pat indicated that the SLOs will need to be revised since the focus has changed.	Since the QEP focus has been narrowed, we will need to re-work all of the SLOs.
Professional Development Day	Pat presented a brief review of Professional Development Day in the spring semester 2015.	Professional Development Day will be on February 5, 2014. At that time, all employees will participate in the orientation similar to what students experience
Mandatory orientation	Pat presented the mandatory orientation timeframe.	At this time it is decided that orientation will be held from 9:00 to 12:00 noon with a 15 minute break.
New definitions	Pat indicated that we needed to write additional definitions and possibly revise others.	We need to define the following: <ul style="list-style-type: none"> • Educational plan • College culture • Others??
Orientation quizzes	Pat indicated that the committee needs to define how the orientation quizzes will be given.	We need to consider how the orientation quizzes would be given and how many times the students can take them.
Vendors for orientation	Pat explained that we were looking at potential vendors to supply their software to provide the orientation.	Pat explained that all faculty members would be involved in the selection.

Topic	Discussion	Action
Sharing the QEP with all	Pat explained that after the department meeting presentations have been completed, we will present the QEP at the other committees that we each signed up to attend.	Pat passed the committee sign-up paper around for all members to sign up for presenting the QEP.
Next meeting		The next meeting will be on Friday October 3, 2014 from 1:30 to 3:30 pm in Business Sciences, Room 114.

The meeting adjourned at 3:00 pm.