

# QEP Meeting Minutes - 1/15/2015



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## SACSCOC QUALITY ENHANCEMENT PLAN STEERING TEAM

### MEETING MINUTES

**January 15, 2015**

**3:30 PM Rundell 107 Conference Room**

Attendees: Lakeisha Branch, John Elliott, Nora James, Marissa Moreno, Michael Fleming, Paul Allen, Dana Byal, Michelle Hernandez-Perez, DeDe Griffith, Cathy Kemper, Jodi Rodriguez

#### 1. Review and approval of minutes from last meeting

- Minutes were unavailable at start of meeting but were reviewed and approved later in the meeting.
- DeDe Griffith motioned to approve
- Dana Byal seconded the motion

#### 1. Review of data to determine target population

- Brief Review of last meeting
- Identified 3 outcomes and added a 4<sup>th</sup> (faculty and mentor involvement)
- Blackboard not being utilized – very little discussion board usage
- Is Blackboard a legitimate tool or do other options need to be looked into?
- Focus today on data and target population
- Review and discussion of new GS4 student data provided by Dr. Fleming and Dr. Hernandez-Perez
- Request to eliminate UN2 and UN1 (Undecided) as Major – will be classified as General Studies if undecided
- Data provided includes all HS/ECHS/DC students – may need to adjust to apply to use model with these students
- GS 4 Students by far largest program in terms of enrollment
- Does enrollment data serve our purpose, does it tell us what we need to know?
- How can Clearinghouse be utilized effectively to get information?

- Discussed core completers, transfer students, GS4 FTIC student breakdown by ethnicity, sex, age and then by Pell, online, etc. to determine which group is struggling the most.

## 1. **Consideration of a model**

- How do we want this to look?
- Review of sample model seen at SACSCOC
- Wesleyan College model – goals and approach fit with our discussion of GS4 students and tech faculty and connecting with students
- E-portfolios such as “Purple Briefcase” are popular QEPs and looked at favorably by SACSCOC – purpose is to help student decide what they want to do – foundation for future career
- Student learning outcomes and actions discussed including: academic plans, career inventories, publications, presentations, internships, projects, research, evaluations, assessments, soft-skills
- **Faculty, Advisor and Counselor Engagement (FACE time)**

## 1. **Future planning based upon the QEP report requirements:**

- **Executive Summary**
- **Process Used to Develop QEP**
- **Desired Student Learning Outcomes –**
- Desired SLO’s have been covered
- **Literature Review and Best Practices**
- **Actions to be implemented**
- If agreed overall as a group on what model will look like, smaller break-out groups can be organized to plan certain aspects of it
- Suggestions for work teams: by goals, by strategies, data, technology
- Recruit others not on committee such as Internship, Service Learning, Undergrad Research, Honors Coordinator
- **Timeline: Calendar of Actions to be Implemented**

Need calendar of actions. Must be completed by June 1

- Organizational Structure
- Resources
- Assessment Plan
- Appendices

## 1. **Next Meeting: MONDAY, FEBRUARY 16, 2015, 3:30 P.M. RUNDELL 107**

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