QEP Meeting Minutes - 4/23/2015

SACSCOC QUALITY ENHANCEMENT PLAN STEERING TEAM

RETREAT MINUTES

April 23, 2015

8:00 a.m. – 4 p.m. JBH 123

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

No objections. Minutes of April 2 will be posted in Blackboard.

1. **Sub-team Reports**

Apply Texas

- Kemper reported that the deadline to have revisions to Apply Texas completed for the QEP cohort is September 1, 2015.

e-Portfolio

- DeDe Griffith reported that TG is gifting the CAEL portfolio software to all colleges in the Gulf Coast Consortium of Community Colleges.
- Temporary access will be available soon.
- **ACTION**: Dr. Kemper and DeDe Griffith will address questions that emerged regarding the software:
  - Can we archive copies of the portfolios for assessment documentation?
  - Is it user-friendly software?
  - Can students access their portfolio after Lee College graduation?
  - Can we configure the portfolios with sub-folders to categorize contents (core objectives, scholarships, certifications, licensures, student activities, PTK, etc.)
  - Can we require students to upload files in PDF and MP4 formats only?
  - Can we identify scanners on campus that students can use to convert graded documents to PDF?
  - Can we purchase cameras to record student videos for storage in e-portfolios?

Literature Review

- LaKeisha Branch and Dr. Kemper indicated that there are reference materials already loaded on the Blackboard site.
- **ACTION**: Each committee member will locate reference materials that relate to the QEP and document that our methodology has been researched and found beneficial to students.

Faculty-Student-Advisor Relationships

- We need to define levels of engagement for faculty advisors.
- **ACTION:** DeDe and Marissa will develop something regarding levels of involvement and have ready for next meeting.

LSSS/EDUC

- Marissa Moreno and DeDe Griffith presented that an effective use of LSSS/EDUC faculty would be to give them a course release in the spring to follow up with fall students regarding majors, program progress and general mentoring.
- They also suggested a faculty development program for new FT faculty and adjunct faculty that would prepare them to teach LSSS/EDUC courses, expanding our faculty pool. Dr. Kemper indicated that Amarillo College has already developed a faculty certification process that is approved by SACSCOC specifically for these student success courses.
    - Year 1 new FT faculty engage in required professional development and certification to teach the courses.
    - Year 2 new FT faculty teach LSSS and/or EDUC.
    - Year 3 new FT faculty teach LSSS and/or EDUC and assist with professional development of new FT faculty.
    - Training would need to start in Fall 2015.
    - Adjunct faculty would complete a certification program to teach LSSS/EDUC.
    - New QEP director will also need to go through certification process and teach LSSS/EDUC.
- A beta-testing group of 20-25 minority male students will be implemented in Fall 2015 to begin working through the implementation process for the QEP. A similar group may also begin in Huntsville.
- **ACTION:** Marissa and DeDe will follow up with the new Developmental Education division chair, Treva Askey, to create a detailed plan.
- **ACTION:** DeDe will talk with Donna Zuniga and Paul Allen about starting a group in Huntsville. It will not be part of the QEP.

Data, Visuals and Assessment

- Michelle Hernandez-Perez created a visualization of the QEP that drove most of the remaining discussion.
- The visual is attached, and because it is complex, not for distribution.
- Motivate students to complete the e-portfolios via:
    - Competitive portfolio presentations with prizes.
    - Grade portfolios as part of a capstone.
    - Use contents to assess the core curriculum.
    - Follow up with 2nd year orientation and review of e-portfolio contents in FACE Time meeting.
- Motivate FT and PT faculty use of portfolios by using faculty teams to evaluate student content as part of QEP assessment.
- Include the Weekend College Success Coach in all QEP training and assessment.
- Include pre- and post-video assignments where students can demonstrate development of a wide range of skills during the QEP.
    - Include video resources needed for ATC 312, JBH 107, JBH 14, and Bonner Hall where students can create their videos.
    - Include students as peer interviewers to conduct the videos.
- **ACTION:** Michelle Hernandez-Perez will develop a simple visual.
- **ACTION:** Joe Ganakos will develop a 1-minute elevator speech and a list of positive outcomes of the QEP (visualization of benefits).

- **ACTION:** Joe Ganakos and Dr. Kemper will meet with Carolyn Lightfoot to discuss technology needs for the QEP.

QEP Director Job Description

- Kemper shared an updated job description for QEP Director
- Fox and Lawson may dictate that this is a coordinator position.
- Add attendance at the SACSCOC Summer Institute as a requirement.
- Change higher education administrative or project leadership experience to 3-5 years.
- Add requirement of visiting off-site locations at McNair, Liberty and Huntsville.
- Add flexible working schedule with periodic weekend commitments.
- Add requirement to teach LSSS/EDUC and required certification.
- Add ability to walk about campus and carry 15-20 lbs.
- **ACTION:** Kemper will make final revisions and take the Position Request Form to cabinet on Monday, April 27, for approval and posting.
- **ACTION:** Kemper will form a hiring committee to begin reviewing candidates in June.

QEP Lead Evaluator Selection

- Kemper presented the Lead Evaluator description and indicated that she had already reached out to several community colleges to get suggestions for evaluators.
- **ACTION**: Dr. Kemper will work with purchasing to post the RFP by May 1.

2015 Institute on Quality Enhancement and Accreditation

- Kemper announced that there is some funding for conference registration.
- ACTION: Contact Dr. Kemper in the next week if you would like to attend the conference July 19-22 in Kissimmee, FL. Details about the conference are located at http://www.sacscoc.org.

Next Meeting: THURSDAY, MAY 7, 2015 – RUNDELL 107, AT 3 p.m.

FIND A CAREER
My Next Move