

Name of meeting: QEP Development Team **Date of meeting:** 10/10/2013

Time of meeting: 12:30-2:00 pm **Place of meeting:** Business Sciences, Red Room

Members present: Alice McCluney, Johnny Smith, Ngina Smith,

Jamie Spratt, Patricia Wall, and Deborah Wiltshire

Members absent: Adam Petit, Patricia Robinson

The meeting was called to order at 12:30 pm by Alice McCluney.

| Topic | Discussion | Action |
|---|---|---|
| Approval of minutes from the 9-19-2013 meeting. | Minutes were emailed to each member on 9-30-13. Minutes were reviewed and discussed. | Minutes were approved with minor grammatical corrections. |
| Clarification for the paper | The paper will include an introduction, barriers to completion, potential target groups, potential models, recommendations from the QEP Development Team, and conclusion. | Alice McCluney has agreed to write the 3 to 5 page paper. All other team members are to submit information to Alice for the paper. In addition, Alice and Vanessa will create an outline for the paper and place it in drop box for all to view. |
| Barriers to completion | We reviewed the list identified in the previous minutes. | Everyone agreed that the list was exhaustive. |
| Target Groups | We reviewed the list identified in the previous minutes. | Possible groups include: <ul style="list-style-type: none">• Students in developmental courses• All groups of students• Majority of students• First time college students• Low income students• Students who have completed some college• Students receiving advising versus those who do not |
| Models | We reviewed the list identified in the previous minutes. | We decided to review On course at AB Tech. |

| Topic | Discussion | Action |
|-----------------------------------|---|--|
| Educational planning for students | We discussed educational planning for students. | Topics identified include: <ul style="list-style-type: none"> • Personalized plans for all students • Software to support • Software that is compatible with Portal • Review Banner—Life Map developed by Valencia • Review CPCC—Core4 |
| Student Success Centers | We discussed findings from the research that suggested the need for a re-organization of student services and advising to help students with completion. Vanessa mentioned that research indicates that group advising is not effective. | Johnny Smith mentioned that Cleveland Community College has a Student Success Center that has advisors, counselors, tutors, writing lab, and math lab all in one location. |
| Future meeting dates | The Team decided that we should meet at least every two weeks. We reviewed calendars and set potential meeting times. | Future meeting times for Fall Semester 2013 include: <ul style="list-style-type: none"> • October 25 at 9:00 am (to begin writing the paper) • November 1 at 11:00 am (to continue writing the paper) • November 15 at 9:00 am (to proof the paper) • December 2 at 9:30 am (to prepare for the presentation) • December 5 at 2:00 pm (to give presentation to the SACS Steering Committee) |

The meeting was adjourned at 2:00 pm.