

**Name of meeting:** QEP Implementation Team Meeting **Date of meeting:** 6/4/2014

**Time of meeting:** 10:00 – 12:30 PM **Place of meeting:** Mitchell Community College

**Members present:** Vanessa Capps, Jessica Fletcher, Alice McCluney,

Kim Snyder, Pat Wall, Adam Petit, Deborah Wiltshire

**Members absent:** Erin Balmer, Jay Coomes, Jennifer Henson, Melissa Johnson

The group traveled to Mitchell Community College (MCC) to meet with Student Services personnel.

**MCC presenters:** Donovan Kirby, Director of Counseling; and Myra Lewis, Senior Advisor in the Advising Center.

**The session began at 10:00 am by Pat Wall, QEP Director.**

	<b>Discussion</b>	<b>Action</b>
Registration	Donovan Kirby explained the registration process.	Students have to see an advisor and have an educational plan before they can register for classes. They must have at least two semesters in the educational plan.
Admission	Donovan Kirby explained the Admission process.	Students apply for admission; wait for two days to take the placement test; after the test is evaluated, the students wait for two days to meet with an advisor. After students apply for admission, they are assigned to the Advising Center.
Registration	Donovan Kirby explained that they use a priority system for registration.	On-line registration priority process includes: <ul style="list-style-type: none"><li>• Priority one—has completed 30 or more hours</li><li>• Priority two—has completed 9 or more hours</li><li>• Priority three—new students or completed less than 9 hours</li></ul>
Advising classes	Counselors offer advising classes for faculty.	Faculty members are required to attend the meetings about advising.

Topic	Discussion	Action
Advising Center	The process for advising students changed in August 2013.	<p>Advising Center is now only open to new students. They have sign in appointments, scheduled appointments, or walk-in appointments. If students claim special credit as their major, they stay with the Advising Center. In addition, they work with Certificates and Diplomas.</p> <p>They also work with pre-nursing students who need developmental classes. Nursing students are not assigned to a faculty advisor until they change their major, finish their developmental classes, or get accepted into nursing.</p> <p>They call all new students within the first three weeks of the semester to see how they are doing.</p> <p>The Advising Center attempts to advise the new students for their first session, and then assign them to a faculty advisor.</p>
Stark	Myra Lewis explained the Stark process in web advisor.	This allows advisors to add comments in web advisor. Comments include the date and initial of the advisor writing the comments. It can also include private comments that the student cannot see. If the student changes their major, the comments become inactive.
Faculty Advisor	In September/October, the registrar will run a query for all new students, and then they will send post cards to students and post large banners in the halls to remind students to meet with their faculty advisor.	<p>They will send post cards to students reminding them to meet with their new faculty advisor.</p> <p>They also have a Moodle section just for faculty advising.</p>

Topic	Discussion	Action
ACA class		Not required for students.
Orientation	This is a 90 minute class that is offered about 2 days before the semester begins.	Not required for all students. They currently offer 3 or 4 sessions—2 in Statesville and 1 or 2 in Mooresville.
Student Activities Coordinator		This is a 12 month position. This person also assists with advising.
Application Cycle	Donovan Kirby explained the application cycle.	They have a one-year application cycle. If not taking classes for a year—have to re-apply to get updated into the system. They have to go back to the Advising Center and back to the Priority three registration processes. After five years, they are purged out of the system.
Counseling Center	They currently have 6 Full-time counselors (5 in Statesville and one in Mooresville).	Immediately after placement testing, the student will receive an action plan from the counselor. After that, they will complete a FAFSA application, set up a web advisor account, and make an appointment with their new faculty advisor.
Collaboration with Academic Divisions	Donovan Kirby responded to the question about collaboration with academic divisions.	The Counselors met with each department during their departmental meetings; they requested information from departments regarding any academic changes; and they requested information regarding any 2 + 2 programs.
New website for MCC	The process for MCC website development was outsourced this year. They use Drupal software to manage the content for the webpage.	The new website for MCC will be in operation by July 31, 2014.

**The session adjourned at 12:30 pm.**