

Name of meeting: QEP Development Team **Date of meeting:** 9/19/2013

Time of meeting: 12:30-1:30 pm **Place of meeting:** Business Sciences, Red Room

Members present: Alice McCluney, Vanessa Capps, Patricia Robinson, Johnny Smith, Ngina Smith, Patricia Wall, Deborah Wiltshire

Members absent: Adam Petit, Jamie Smith

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

Topic	Discussion	Action
Attendees to the SACS Annual Meeting in Atlanta December 7-10, 2013	Johnny informed the group that someone other than him needed to go to the meeting since he attended last year.	After some discussion, it was decided that Deborah Wiltshire would attend with Ngina Smith.
Summarize high points from research articles	Each member that was present presented a brief summary of their findings from the research articles.	Topics identified from the presentations include: <ul style="list-style-type: none"> • Advise the whole person • Build relationships • Enroll in groups of courses • Get students out of developmental courses quickly and get them to complete the first three courses in a program • Put students in courses that they like first • Scaling up/engagement/strong start • Intrusive advising • Academic planning/engagement planning • Scale up success coach • Advisors can help students to explore life goals and vocational goals; choose programs, courses; and schedule classes • Re-evaluate and/or remove flags • Life mapping—possibly connect with ACA • Design a completion template • Make use of prior learning assessments to grant credit • Need to address the “pout of school” aspects of student’s lives • Need to bridge education and social policy • Re-organize student services and financial aid into coordinated student success centers

Topic	Discussion	Action
Identify potential barriers to completion	Each member that was present presented a brief summary of their findings from the research articles.	<p>Topics identified from the presentations include:</p> <ul style="list-style-type: none"> • Financial difficulties • Most difficult—finding money for school with less income from working so they have time to study • Life gets in the way • Often the first one in the family to go to college • Informational challenges • Language challenges • Time to study, take the course, and care for the family • No scholarships for part-time students • Lack college knowledge • Lack of family support
Identify potential target groups	Each member that was present presented a brief summary of their findings from the research articles.	<p>Topics identified from the presentations include:</p> <ul style="list-style-type: none"> • Persons with some college, but no degree--- non-completion rates as high as 70% • Low-income individuals • Students on academic probation <p>It was decided that the group needed to look at models that address barriers.</p>
Discuss further research for academic planning models, i.e. AB Tech, Valencia	Each member that was present presented a brief summary of their findings from the research articles.	<p>Topics identified from the presentations include:</p> <ul style="list-style-type: none"> • USC—Alice will review further • Single stop—works to connect low-income individuals with existing resources and services; includes a screening and managements tool to assist students— Benefits Enrollment Network (BEN) • Become part of “Achieving the Dream” • Review the website—SuccessNC.org • Review “Completion by Design” <p>Each member was encouraged to research other models.</p>

Topic	Discussion	Action
Determine data needed from Anne	The members discussed types of data that could be useful to assist with our research.	<p>Topics identified from the presentations include:</p> <ul style="list-style-type: none"> • Use AACC for data—need 5 numbers that are critical to your institution • Review ICC completion rates—by program, target groups, and students on probation <p>Alice will ask Anne Oxenreider what data can be obtained.</p>
QEP Team assignments for next meeting	Alice summarized the assignments for the next meeting.	Alice instructed the members to obtain more research and look for models. Review CPCC Life Map based on O’Banion. If you find a model that interests you, send it to Alice.
Vanessa Capps	Vanessa was new to the meeting.	She attended the meeting since she will be part of the implementation team.
Future meeting dates	The Team decided that we should meet at least every two weeks. We reviewed calendars and set potential meeting times.	<p>Future meeting times for Fall Semester 2013 include:</p> <ul style="list-style-type: none"> • October 10 at 12:30 pm (to identify a potential target group and model) • 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 1:30 pm.