

Members choose which section to attend based upon their schedule.

Name of meeting: QEP Implementation Team Mini-Meeting **Date of meeting:** 9/29/2014

Time of meeting: 8:00 AM – 9:00 AM **Place of meeting:** BSCI Rm. 127

Members present: Jennifer Henson, Steve Hollifield, Melissa Johnson, Pat Wall

Members absent: Erin Balmer, Vanessa Capps, Jay Coomes, Alice McCluney, Kimberly Snyder, Loreen Smith, Jessie Fletcher,

Adam Petit, Debbie Wiltshire

Guests present: None

Topic	Discussion	Action
How will ACA 115 & 122 be different?	Pat led the discussion on how we will make these different from what they are now.	<ul style="list-style-type: none">• Mandatory: Needs to be clarified which degrees will be required to have either one of the ACA courses.• Customizable to the department.• Full-time faculty or former full-time faculty teaching.• Financial aid component will be: What do I need to do and when do I need to do it• Change the timing for scholarships• Incorporate college resources: SI, Student Services, Writing Center, etc...• Have a 2-hour Moodle component added.<ul style="list-style-type: none">○ 1st hour will be getting into Moodle, Patriot Port, and email

		<ul style="list-style-type: none"> ○ 2nd hour will be helping students save documents, upload them into Moodle, save files to flashdrives, etc...
AIM Goals		Be sure to look over the AIM goals that were in the email from Dee Dee and be familiar with them for Professional Development.

The meeting adjourned at 9:00 am.

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 9/29/2014

Time of meeting: 2:00 PM – 3:30 PM **Place of meeting:** BSCI Rm. 114

Members present: Erin Balmer, Vanessa Capps, Jay Coomes, Alice McCluney, Kimberly Snyder, and Pat Wall

Members absent: Loreen Smith, Jessie Fletcher, Melissa Johnson, Jennifer Henson, Steve Hollifield,

Adam Petit, Debbie Wiltshire

Guests present: none

The meeting was called to order at 2:00 pm by Pat Wall, QEP Director

Topic	Discussion	Action
ACA-Technology	ACA courses will have a Moodle component to introduce students to this technology and for all students to be assessed the same way.	Take to ACA Steering Committee
ACA-time taught	Mandatory within first 15 hours or 2 semesters, whichever comes first. There was some concern expressed about it being difficult to track both the	Students should have two semesters to take ACA.

	fifteen hour and two semester rule	
ACA-sections	Curriculum specific ACA	Although curriculum specific ACA is preferred, it was noted that some generic sections are needed. It will be necessary to differentiate among the sections of ACA to help advisors and students select the correct course in which to enroll.
ACA instructors	Taught by full-time instructors or former full-time instructors.	Explore grandfathering in adjunct, non-fulltime employees who have taught the course well in the past. Change the term from faculty to employees, so that staff may teach as well since they know the college culture.
ACA pilot	Sections for the pilot will be Bret Watson's and Melissa Johnson's class.	An Applied Sciences section of ACA 115 will be added.
ACA modules	<p>Educational Plan Isothermal Resources Campus Life Campus Culture Technologies- First Module is Moodle, Patriot Port, email and Facebook. 2nd module: It was found that many students do not know how to save files to flash drives, upload them as an attachment, etc.</p>	<p>It was suggested that Facebook be covered so that students will obtain pertinent information that way. This tactic was questioned by the group and it was suggested that the College explore breaking down emails into categories, i.e. Financial Aid, Student Activities, etc., so students are less likely to delete the email. It was acknowledged that signing up for Facebook will not be required, but only discussed.</p> <p>Second technology module: The need to cover this was concluded to be worthwhile to all students, including the tech-savvy, traditional students</p>
Homework	To be discussed October 6	Review the Patriot's Aim Goals