

Members choose which section to attend based upon their schedule.

Name of meeting: QEP Implementation Team Mini-Meeting **Date of meeting:** 9/8/2014

Time of meeting: 8:00 AM – 9:08 AM **Place of meeting:** BSCI Rm. 127

Members present: Jennifer Henson, Melissa Johnson Alice McCluney, Pat Wall

Members absent: Vanessa Capps, Jay Coomes, Jessica Fletcher, Pat Wall, Deborah Wiltshire, Erin Balmer, Adam Petit, Loreen Smith, Kim Snyder, Steve Hollifield

Guests present: none

Topic	Discussion	Action
Talking Points.	Pat Wall	Pat went over the talking points that had been created during the meeting on Sept. 5 th .
Orientation:	How is this different? Questions were given to us to answer and return to Pat by Wednesday, Sept. 10 th .	Online orientation: Should be made in short video clips that are labeled correctly. Students should be quizzed after watching each video clip. They should pass the quiz and will have unlimited attempts to do so. Suggestions that there should also be a short video about each division with a welcome from the dean of students to watch and learn about their divisions. Also suggested that each faculty member should be required to go through the online orientation and pass the quiz. Example of online orientation: Southwestern Community College
ACA:	How is this different?	<ul style="list-style-type: none"> • Is it locked in that the student must take within first 15 hours? • Address the need for more section availability. • Sections need to be taught by full-time faculty. • Add any suggestions you may have to the sheet Pat handed out and turn in by Wed. Sept. 10th.

Topic	Discussion	Action
Advising	Advising Checklist handed out	<ul style="list-style-type: none"> • Critique checklist • Recommended that PERC be the first screen to check in order to see if student is a first-time student. • This should be a checklist for faculty or professional advisor • Needs to be the format everyone follows • Make any changes and be sure to have back to Pat by Wednesday, Sept. 10th.
Educational Plan	Student Advising Rubric	<ul style="list-style-type: none"> • Critique goals (Verbiage and content) • Remember this is a self-evaluation for students and they need to understand it. • Get revisions back to Pat by Wednesday, Sept. 10th.

The meeting adjourned at 9:08 am.

Name of meeting: QEP Implementation Team Meeting **Date of meeting:** 9/5/2014

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

Members present: Vanessa Capps, Jay Coomes, Jessica Fletcher, Pat Wall, Deborah Wiltshire

Members absent: Erin Balmer, Melissa Johnson, Jennifer Henson, Steve Hollifield,

Alice McCluney, Adam Petit, Loreen Smith, Kim Snyder

Guests present: none

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

Topic	Discussion	Action
Division meetings	Pat discussed the need to have the division meetings in September.	Pat reminded all members to contact their Deans to schedule the QEP in their division meetings.
Talking points	Pat led the review of the talking points.	These will be finalized at the Friday September 12, 2014 meeting.
Meeting September 12, 2014	Pat reminded the committee of the need for an additional Friday meeting. It will be held in the BSCI Rm. 114 from 1:30 to 2:30 pm.	This meeting will be to finalize the QEP presentation and talking points.
Student enrollment numbers	Pat presented enrollment numbers to demonstrate the number of new students each semester.	Pat reported the following: <ul style="list-style-type: none">• Fall 2013—618 new students• Spring 2014—225 new students• Summer 2014—73 new students
QEP Pilot	Pat reported that based on the high number (353 out of 618 in Fall 2013) of General Occupation students, it was decided to focus the pilot on that group.	The pilot will include orientation and ACA 115 in the 1 st 15 hours for all new students (100%). It will also include intensive advising for the General Occupation advisees only.

Topic	Discussion	Action
Intensive First-time Advising	Pat reported on the projected advising process.	<p>Pat reported the following:</p> <ul style="list-style-type: none"> • Orientation—all students will access Moodle, email, and Patriot Port • Advising—all students will be sent to the computer lab to access all 3 again • ACA class—all students will access all 3 again.
Homework assignments	Based on time limitations, the committee was asked to complete some homework assignments.	<p>Pat asked each member to complete the following and return it to her by Wednesday September 17, 2014:</p> <ul style="list-style-type: none"> • Complete the questions listed on the agenda • Critique the advising checklist • Advising rubric—reduce the number to 5 and develop the 1st column
Group meetings	Pat passed around a list of college committees and requested that each member sign up to give a report of the QEP process.	<p>Members present signed up for committees. Pat requested that in the group meetings, we need to complete the following:</p> <ul style="list-style-type: none"> • Ask how the committee can support the QEP • Ask what they already have in place to help <p>Additionally, report on how we are doing things different:</p> <ul style="list-style-type: none"> • Mandatory ACA 115 within the 1st 15 hours • Systematic manner of advising • All will be doing the same advising • Policies and procedures will be in place • Mandatory orientation

Topic	Discussion	Action
Training for faculty advisors	Pat reported on the training for faculty advisors.	Pat reported that there would be training for faculty advisors.
SLOs	Pat reported on the SLOs.	She reported that these will be turned over to the marketing committee to upload to the QEP website.

The meeting adjourned at 3:30 pm.