

**QEP Assessment Team Meeting
June 13, 2013**

Attendees:

Sharon Beasley
Tonya Beckett
Camille Myers
Candice Chastain
Marge Sapp
Cora Newcomb

The main purpose of meeting is to brainstorm and begin the process of creating assessments of the objectives to measure Student Learning Outcomes.

Sharon reviewed the mandates of the Steering Committee, the Implementation Team and the Assessment Team. The Steering Committee will develop the Student Learning Outcomes; the Implementation Team will make the Data come to life and the Assessment Team will determine how to measure the outcomes.

Committee members reviewed and discussed the Student Outcomes/Objectives created by the Steering Committee.

Leigh Copeland has created a QEP web page and will soon be available for committee members to use to review progress.

Due date is August 1. All phases of the Steering Committee, the Implementation Team and the Assessment Team must be "done and ready to send it" by August 1.

Other discussion topics:

- Conversations regarding percentage of student/faculty
- Looking at the trend data from the pass is probably not a good idea
- Need a clear definition of first year/new student
- Implementation team is working on the data needed for the plan
- Need for baseline data before targets can be set
- Need to set percentage marks with achievable goals including aspirations but obtainable
- Recommendation to begin training Fall 2013 and begin the program Fall 2014
- Suggestion: Create a cohort and follow the students in cohort
- Need to define cohort
- Definition of cohort will be determined by Steering Committee
- Cohort - a group of students when results are given the cohort is representative of the population

- Definition of cohort must be clear
- After Steering Committee clarifies the details of the College Action Items, the assessment can be created
- SACS is less concerned with the College Action Items and more concerned with Student Outcomes. Student Outcomes is most important.
- The time frame has not been developed
- After target date is made, an assessment needs to be set to see if retention rate if increased
- QEP needs a five-year plan so we need a long-term plan
- Janice Lyle is in the new role of looking at retention - Retention Coordinator and Early Alert Piece
- Retention Plan must have an Assessment Plan
- Need to review Student/Faculty/Staff resources
- One possible study: implement a program to teach students to use WebAdvisor to register and then assess whether or not the students went to the web site and did they use the program
- Difficult to develop an assessment plan until the Steering Committee creates the Student Outcomes and Objectives
- Action Items and Assessment must be developed by the end of June
- Camille needs to know if request made of her is QEP related so she can put the request "at the top of the list."

According to Tonya the Student Outcomes are set. Objectives need to be developed. Steering Committee should have objectives by Friday, June 14. Camille and Tonya will review the objectives and discuss percentages.

A retreat is planned for June 21 to give the Implementation Team and the Assessment Team time to work together. Confirmation will be sent to team members.

Submitted by
Cora Newcomb