

QEP Leadership Team Minutes

November 5, 2013

1. Debrief on SACSCOC Visit/Recommendation-one recommendation regarding the QEP. Recommendations will be rolled into one, suggesting that the college develop a sustainable day to day management structure and identify additional college resources. They offered suggestions on how we might implement these recommendations:
The training section- was well thought out. A suggestion that training be offered on line & there be a steering committee for the ongoing training.
Regarding the assessment plan- there was too much quantitative data. They were interested in more qualitative data and student feedback.
New student orientation-consider merging registration and orientation together.
They also suggested an online orientation, and consider peer advising.
2. Team organization – liaison assignments to establish communications to the people responsible for the outcomes. Debby will develop a plan for each person's role. The members will be connecting with those responsible for action items so that they will be clear about what they're supposed to do and their timeline, and also where they can go if they need some help. Team members will be responsible to provide updates to the Leadership Team.
3. QEP Website and Everyone Server site-minutes from subcommittee of the QEP are posted on the website. There's also a folder on the everyone server. There are five folders, one for each institutional outcome, as well as a folder for each implementation action item, and also a folder for progress reports.
4. Assessment Plan Revision Update-a meeting will be set up for review of the assessment plan. Sharon will keep the committee updated on revisions to the Assessment Plan to incorporate measures of progression, retention and implementation.
5. Review of QEP for decision/clarification points- The committee reviewed the plan and implementation items clarifying the following:
Implementation Action 1a-program evaluation guides –Ashley will draft a template to be used.
Implementation Action 1b-Evaluate online tutorials these tutorials refer to the ? links on web advisor. Currently there is no guide on accessing and reading the program evaluation. Ashley will consult with Leigh on improving and revising. Karen and Sharon will review the changes before the publications are released.
Implementation Action 2a-Courses not offered every semester to be published-team clarified that lists should be published in the registration guide, the catalog, the program web page, and the sequenced curriculum guide. Each division will make a list of their own required courses that are not offered every semester. All team members will

investigate how other institutions publish their courses and what format they use. Ashley will advise Leigh about placing this info in the Fall 2014 registration guide.

Implementation Action 2b-Critical Path-Ashley will follow up with program managers to be sure they have completed this by February 2014.

Implementation Action 3a-Retention-Debby will be the liaison with the Professional Development committee.

Implementation Action 5c-TCL Admissions to Advising roadmap template - Ashley will work on developing template.

Implementation Action 5e-Marketing committee charged with developing a market plan to increase attendance at the orientation. The committee will need to work with the PR department. Also the format of NSO will need to be determined before the marketing plan can be determined.

6. Other-Committee will meet again December 3 2013.