QEP Professional Development Subcommittee Minutes
Date: 02-19-2015 @ 12PM
Attendees: Rodney Adams, Sasha Bishop, Rhonda Cole (Chair), James Daniels, Laura Dukes, Pat Irwin, and Janice Lyle,
Unable to attend: JoLane Buss & Kelly Taylor

Agenda:

☐ Review of Spring 2015 Recommendation

Sent to Debby, QEP Leadership Team Chair, on 11/25/2014:

It is the consensus and recommendation of the QEP Professional Development Subcommittee that the professional development activity for the Spring 2015 term is a “Retention 101” session. We are recommending that the Retention 101 session be incorporated as part of the faculty development days that are held at the very beginning of the Spring 2015 term with VP Mounfield and VP Weber’s approval. The session would include Janice Lyle, the Retention Coordinator, facilitating exactly what retention means in terms of our students as well as providing a very detailed overview of the resources that are currently available through her office as well as any other support services throughout our campuses. She and I will be meeting once we return from the Thanksgiving break to discuss in greater detail the design/layout of the session and how it can also be made available for those who are unable to attend the face-to-face sessions. Please let me know if the QEP Leadership team has any concerns regarding our recommendation. Our next meeting is scheduled for Thursday, February 05, 2015 @ 12pm. As a result of that meeting, we will be providing our next set of (activity) recommendations for the Fall 2015 term.

☐ Added Recommendation for Spring 2015 QEP Professional Development Activity – Retention 101

A proposed date of 03/20/2015 for a three hour professional development training on Retention at the Technical College of the Lowcountry is being recommended. It is also recommended that the training be recorded so that those who are unable to attend can view later through an uploaded version onto the TCL website under the faculty resources web link or Blackboard. The training will include an overview of retention, best practices, strategies for improvement, statistical updates as well as trends relating directly to TCL, and an open forum/discussion pertaining to various retention cases (the good & the bad) at TCL.

☐ Recommended QEP Professional Development Activity for Fall 2015 – Retention 101 &102

It is recommended that a block of time be allocated during Fall Convocation & Training that will allow for retention & statistical updates reflecting the 2014 Fall and 2015 Spring terms. We suggest providing comparative data regarding retention among the 16 technical colleges in SC. Based upon the data provided, we will then openly discuss how TCL should move forward with respect to retention for the Spring 2016 term. We strongly recommend that one of the professional development sessions include the Retention 101 session for those who are new to TCL and have not participated in the training previously. We also recommend the inclusion of a planning session that focuses upon the creation and development of an advanced retention session entitled Retention 102 for those who have already participated in and completed the Retention 101 session. The session would be created and developed for the Spr’ 2016 term based upon the retention data and results gathered from the previous academic year.

☐ Wrap up & Final Comments

It is recommended that we include C. Myers, the Institutional Research (I/R) Director, in our June 2015 meeting and request that she provide the committee with statistical data and trends pertaining to TCL’s retention in preparation for the 2015 Fall professional development training.

Proposed Next Meeting Date and Time:
Thursday, June 11th @ 12pm