

QEP Leadership Team

Minutes

December 3, 2013

1. Assessment Plan Revision-The plan has been reviewed and approved by the Assessment committee. What has not been addressed are the following items:
  - a. Has the retention rate improved?
  - b. Has the progression rate improved?
  - c. Graduation/completion rate improved?

Action: Committee will review the plan to see if it includes these measures. Some of these measures are already being conducted that can be a base-line, but are not included in the Assessment Plan.

Look for a broad measurement of the student body, not too specific.

How frequently will we take these measurements?

Be sure that the cohorts that is measured are part of the intervention process.

2. Discussion Regarding the Standing QEP Committees

Implementation team members include:

Pat Herkenham, Colleen Bible, Daniel Istoc, Candice Chastain,  
Ashley Faubion, Maggie O'Sullivan, Janice Lyle, Joan Brown, Joy Locke, Roxanne Pace

**Action:** Karen Smith will speak to Ken Flick to recommend 2 faculty members for this committee.

Debby will identify the role of the Liaison Team and the Implementation.

Will set up a meeting with the Leadership meeting and Implementation Team to identify the big initiatives with parameters to develop outcomes. The Implementation Team will be divided into sub-committees. Assignments are as follows:

- a. Sequenced curriculum profile (format)
- b. Develop outcomes (Ashley)
- c. Road map for admissions to advisement for each program-Debby will
- d. New Student Orientation -(Michael)-develop outcomes

In reference to the Professional Development committee- The recommendation is to send faculty who are on the Implementation Team.

**Action:** Linda will plan a budget for the Savannah and West Virginia NACADA conferences.

Results-Savannah -\$596 per person. West Virginia conference would cost \$1392 per person

3. Updates Next meeting January 7, 2014
4. Proposed meeting dates for Leadership and Implementation committees January 24 or 30<sup>th</sup>.