

**QEP Leadership Team/Professional Development Meeting
September 9, 2014
Minutes**

Attendance: Part I: Karen Smith, Sharon Beasley, Michael Burgess, Rhonda Cole, Ashley Faubion, Debby McCellan, Laura Dukes, Jim Daniels, Kelly Taylor, Janice Lyle
Unable to attend: Pat Irwin, JoLane Buss, Sasha Bishop, Rod Adams

1. Joint Meeting with QEP Professional Development Workgroup to discuss Implementation Action Item 3b – Develop and implement a professional development plan for full-time and adjunct faculty as it relates to improving student success (retention).
 - a. See page 2 (referenced for discussion)
 - b. Ms. McClellan encouraged the committee to come up with ideas and plans for all faculty to participate in student success.

Part II Karen Smith, Sharon Beasley, Michael Burgess, Ashley Faubion, Debby McClellan,

2. Conversation at Faculty Forum – Sharon will share information on what to expect in the near future, from the QEP regarding advisement, and professional development, at the Forum on Friday Sept 12. She will collect questions and concerns related to retention, registration etc.
3. Sequenced Curriculum Profile –Critical Pathways should be completed by department prior to development of the Sequenced Curriculum Profile. Roadmap template has been submitted to VP's for approval. The SCP will show each course, when they are offered, prerequisites, & when they should be taken. Bring ideas to the next meetings for format and what else may be included.
4. Next meeting September 23, 2014.

QEP Leadership Team and QEP Professional Development Workgroup

Joint Meeting

September 9, 2014

Institutional Outcome 3. Create and Implement a formal retention plan to aid student progression through curriculum to graduation

Pilot Year Implementation Action Item 3b. Define the framework of a professional development plan for full-time and adjunct faculty related to improving student success.

Year One Implementation Action Item 3b. Implement a professional development plan for full-time and adjunct faculty as it relates to improving student success.

The QEP Professional Development Workgroup will serve as the structure/framework for the college's professional development plan for faculty related to improving student success/retention.

Desired Outcomes:

- The college will have an annual calendar of professional development opportunities related to improving student success and retention for full time as well as adjunct faculty.
- The focus of the professional development activities will be on academic and non-academic factors related to increasing student success, retention, progression, and completion.
- To ensure that adjunct faculty are able to take advantage of professional development opportunities, the calendar will include a variety of innovative mediums for providing professional development.

Time Lines

- First calendar to be developed for offerings in the Spring 2015 semester.
- Thereafter, calendars would be submitted to QEP Leadership Team in April for fall semesters and August for spring semesters.