

QEP Development Team Minutes
September 8, 2015 3:00 - 4:15 PM

The QEP Development Team held its first meeting in the Academic Affairs Conference Room on September 8, 2015, from 3:00 to 4:15. Members present included Vice Presidents Dr. Lori Campbell, Dr. Foster Chason, Dr. Mark Hurst, Dr. Rosemary Jackson, Mr. J.B. Pectol, and Assistant Vice President Mr. Mike Campbell. Other members present were Dr. Deanna Garman, Dr. Jamie Posey, Ms. Roxanne Bowen, Ms. Tara Bunch, Ms. Heather Carrier, Mr. Bob Dixon, Ms. Melissa Duff, Ms. Connie Earls, Ms. Anita Long, Mr. Paul Ludwig, Ms. Carol Powell, Ms. Holly Sayne, Ms. Avery Swinson, Ms. Debra Williams, and Mr. Joel Wilson.

Avery Swinson introduced the co-chairs for the development team and briefly discussed what the QEP is, SACSCOC indicators of an acceptable QEP, and who the stakeholders/constituents are. She emphasized the requirement for broad-based involvement.

Avery Swinson also discussed that all meetings, including separate working group meetings, will be documented. J.B. Pectol nominated and the group elected Debra Williams as recorder for subsequent development team meetings.

Mike Campbell discussed the timeline for developing the QEP leading up to the fall 2017 onsite visit. The QEP must be submitted to the Review Team at least six (6) weeks prior to the visit. The goal is to finalize the 100-page document by summer 2017. The QEP Implementation Team will transition in during the fall of 2017 and run the QEP for five (5) years.

Mike Campbell stated that working groups will review and analyze WSCC data over the next couple of months. Existing data includes the Enrollment Services Self-Study Audit, the Admissions and Registration Communications Survey results, the Survey of Entering Student Engagement (SENSE) results, and the Student Success Center Audit. Upcoming internal and external surveys (e.g., high school counselors) and focus group results will also be reviewed.

Mike Campbell continued to discuss the process of narrowing multiple topic ideas to seven (7) for consideration. These 7 topic ideas will be sent out to all stakeholders to rank according to what are the most important for WSCC to improve upon. The development team will then determine the top four (4) topics in the February/March timeframe and ask for proposals for those four topics. The first major goal of the committee will be to choose the QEP topic by April 2016.

Once the topic is chosen, the committee will work to develop student learning objectives and assessment measures. The committee will then commence writing the QEP document with a goal of completion in early spring 2017.

Stakeholder groups include students, faculty, staff, alumni, the WSCC Foundation, advisory boards, community and industry, P16, and WIOA (Workforce Innovation and Opportunity Act). High school

counselors and teachers may also be included in the effort because of increased student dual enrollment. Community involvement was defined as *input from outside the college*. J.B. Pectol will work/advise on how to include the media for institutional strategic communication.

The committee discussed the proposed questionnaire and decided to send out one open question: What are ways to enhance student knowledge, skills, behaviors, or values at WSCC? Dr. Deanna Garman will inquire about including a question to identify the relationship of the survey respondee to the college.

The survey questionnaire will be distributed to students through eLearn. The survey will be emailed to the other groups. Committee members were asked to inform the committee of any stakeholders/constituents or advisory boards from their respective areas. J.B. Pectol stated that the HUB is scheduled to go out at the end of September and could include a link to the survey. Other suggestions included using lists from the Chamber of Commerce and WIOA to reach industry for input. Dr. Mark Hurst suggested the alumni Facebook page to reach college alumni.

Avery Swinson discussed holding three (3) focus groups. She will coordinate the student group. Roxanne Bowen will coordinate a staff group. Holly Sayne will coordinate a faculty group.

Dr. Deanna Garman, Joel Wilson, Paul Ludwig, Tara Bunch, and Roxanne Bowen volunteered to serve on a working group to review existing data from surveys. Connie Earls, Bob Dixon, Melissa Duff, and Paul Ludwig volunteered to serve on a working group to review the QEPs of other institutions and contact some of them regarding their QEP experience. Avery Swinson will contact Chris Baker and asked if he will serve on this working group as well.

Focus groups and working groups can start at any time. Everyone was asked to bring back research results in November.

Jim O'Connor will work with everyone to map each of our computers to the Q drive (a shared working drive) where several QEP-related documents are already posted. J.B. Pectol will work on setting up a new QEP website.

Future QEP Development Team meeting times were discussed. The October meeting will be on a Wednesday at 3:00 PM. The November meeting will be on a Thursday at 3:00 PM.

The meeting adjourned at 4:15 PM.