

QEP Development Team Meeting
March 24, 2016
Walters State Community College

The QEP Development Team Committee met at 3:00 p.m. on March 24, 2016 in the Academic Affairs Conference Room on the Morristown Campus of Walters Sate Community College.

Attendees: Avery Swinson, Co-Chair, Carroll Powell, Co-Chair, Mike Campbell, Dr. Lori Campbell, Dr. John LaPrise, Dr. Debra McCarter, Dr. Deanna Garman, Dr. Jamie Posey, Dr. Mark Hurst, Tera Bunch, Bob Dixon, Joel Wilson, Connie Earls, Roxanne Bowen, Holly Sayne, Melissa Duff, and Anita Long

Avery Swinson called the meeting to order.

1. QEP Survey Response Analysis Review

Mrs. Swinson noted that committee members received a copy of the QEP Response Analysis that was created from the QEP Topic Selection survey results in preparation for today's discussion. These results are also available on the QEP committee shared drive under the folder "QEP Top 6 Ranking Results." Survey results showed that the respondent groups were students, faculty, professional staff, support staff, alumni, high school partners, WIOA, industry, WSCC Foundation, and other. There were no responses from the advisory board category. The survey method was used to ensure the survey reached all constituents in an effort to promote broad based participation in narrowing down the QEP topics.

Mrs. Swinson reviewed the QEP Response Analysis. She noted that the survey results tallies are distributed on a 1 to 6 scale with 1 being the most important and 6 being the least important. The document included a breakdown of all survey results and a breakdown by sub-group respondents. Respondents could choose from six QEP topics. The survey results found that advising ranked the highest not only in combined totals, but in each sub-group category. The remaining five topics were ranked as follows: Student Digital Literacy ranked second and Customer Service and Orientation and College Literacy tied for third and fourth, Understanding of Technology in Teaching ranked fifth and Student Engagement & Campus Attachments ranked sixth. Mr. Campbell requested Dr. John LaPrise, Interim Vice-President of Academic Affairs and Professor of Math, review the analysis ranking results. Dr. LaPrise reported he found a significant statistical difference between the topic ranked number one and the remaining topics.

2. Committee Discussion – Analysis Results

Mrs. Swinson opened the floor to discuss the analysis results.

Mrs. Duff noted that advising came in second during the last QEP topic selection.

Mrs. Long asked how advising could be linked to measurable outcomes. Mr. Campbell suggested that committee review Henderson Community College's QEP which included learning outcomes for advising. A copy of their QEP is available on the Q: drive under the Resources tab.

Mrs. Earls also suggested reviewing the QEP Institutional Reviews Analysis which is located on

the Q: drive. She noted there were examples of QEP plans that include the student learning outcomes and assessments for plans with an advising focus. Mr. Wilson noted all groups ranked advising most important and suggested we use it as a common thread and then expand that to include topics ranked 2, 3, and 4. The committee felt this action could suggest we are guiding the topic proposal and our intent is to allow the proposals to guide our next step in the QEP topic development. Although student engagement and campus attachment ranked last, Mr. Wilson said he had taught on the Claiborne Campus and felt they had created a successful advising model which promoted student attachment and engagement. Mrs. Swinson noted the campus size, student enrollment and resources factor into a scalable model for all campuses. Mrs. Duff also noted students who have consistent contact with an advisor are more likely to feel a sense of attachment even if they do not participate in campus activities. Dr. Baker was unable to attend, but sent his comments to Mrs. Swinson for the discussion today. His comments were that advising seemed to be an overload per student to faculty ratio on all campuses and advising lacks a cohesive plan. He noted that changes that affect programs requirements and institutional changes in relation to advising and transfer can be challenges for advisors. Mrs. Sayne commented that she anticipates faculty linking advising and orientation. Mr. Wilson asked if we are required to advise all students. Mrs. Swinson noted that this is decided at the institutional level. Mr. Campbell noted that advising structures are different throughout the TBR system.

3. QEP Topic Selection - Call for Proposals

Based on the discussion and the survey results, Mrs. Swinson ask for the committee's recommendation on topic selection. The committee agreed advising would be the QEP focus and concluded that a need to narrow down the topic was not needed at this time based on the conclusive statistical results from the survey. Mrs. Swinson stated that the next step in this process was the call for proposals. Dr. McCarter, Dr. Campbell, and Dr. LaPrise all recommended the committee develop guidelines, proposal template and evaluation rubric for submission of the proposals. The committee agreed with this recommendation.

Mrs. Swinson asked for volunteers to serve on a working group to create these documents. The working group will consist of Joel Wilson, Mike Campbell, Avery Swinson, Holly Sayne, Chris Baker, Dr. LaPrise, Dr. Campbell, and Roxanne Bowen. Dr. Campbell and Dr. LaPrise volunteered to proofread the documents upon completion. Mr. Campbell noted the QEP for Henderson Community College includes the guidelines and rubric (page 80) they used for evaluation if the working team would like to see an example. Mrs. Swinson will schedule a meeting within the next two weeks to work on these documents. She noted that the call for proposals will go out once the documents are complete. The projected submission deadline will be May 31, 2016.

The next meeting will be announced at a later date.

The meeting adjourned at 4:15 p.m.