

QEP Development Team Meeting
September 15, 2016
Walters State Community College

The QEP Development Team Committee met at 2:00 p.m. on September 15, 2016 in the Academic Affairs Conference Room on the Morristown Campus.

Attendees: Avery Swinson, Chair, Mike Campbell, Dr. Lori Campbell, Dr. Deanna Garman, Dr. Jamie Posey, Dr. J.B. Pectol, Dr. Jama Spicer-Sutton, Mark Wills, Debra Williams, Roxanne Bowen, Joel Wilson, Paul Ludwig, Vanessa Overton for Dr. Mark Hurst and Heather Carrier, Tera Bunch, Anita Long, Melissa Duff, and Connie Earls

Avery Swinson called the meeting to order.

1. QEP Development Team List

A current QEP Development Team list was distributed. Mrs. Swinson noted that the president of the Student Government Association will be asked to join the team as a student representative.

2. QEP Development Team Summer Working Group

Avery Swinson, Mike Campbell, Dr. Chis Baker, Melissa Duff, Paul Ludwig, and Connie Earls were selected as part of a smaller working group that met over the summer and reviewed the submitted QEP proposals, proposal scoring sheets, analyzed survey data, and completed literature reviews to begin building the QEP plan framework. Based on their work, the group created a draft of student learning outcomes, goals, assessments and measurements. A draft copy was distributed to the team for review.

Mrs. Swinson opened the floor for discussion. She noted the plan proposal includes a centralized advising center while still maintaining the current shared advising model. In addition to the Student Success Center staff, two additional full-time advisors would be needed and faculty advisors may be selected to conduct advising sessions in the center. The first-year pilot would target first-time freshman majoring in general studies. There were 500 students that selected the A.S. General Studies as their major for fall semester 2016. Although the pilot group would begin with approximately 500 students, each fall this number could double as new students would enter into target population. Currently, the Behavioral and Social Sciences Division serves these students in addition to advising students in programs of study in their division. Melissa reported that research has shown that undecided or general studies majors are a student group that tends to feel like they do not have a home with regards to advising and these students have more anxiety because they feel behind.

Paul Ludwig discussed using an advising course as a tool to engage students in the advising process. Dr. Baker had also worked on creating potential course modules related to advising such as advising syllabus, major module, student support services including early alert, registration module, financial aid module, graduation module, student surveys, potential chat

option and other related information. Assessment and tracking could be built into the course modules. As noted in the draft copy of the student learning outcomes, other assessment measures will be used. The team recommended that the course be used to promote student engagement in the advising process, but not to the extent a student would feel it was burdensome. Dr. Garman also recommended looking at additional institutional data for this student group.

In addition, the plan incorporates other strategies to improve the advising process such as the class registration, student advising profile for advisors, student progress updating and professional development and training as noted in the draft. Not only would these strategies benefit the pilot group, but could also benefit all students and advisors.

3. Broad-based-involvement continuation in plan development

Mrs. Swinson conducted focus group sessions with faculty and adjunct faculty during the Instructional Design Summer Institute which was held on each campus during summer semester. The feedback was consistent with student focus group responses and internal research and data. The summer working group also identified a need to conduct additional surveys and created the survey questions to narrow the advising topic. Currently, two student surveys and one faculty and advisor survey are being administered and will close within the next two weeks. Survey results will be used in further plan development.

4. QEP Timeline/Calendar - A detailed QEP timeline is available on the QEP Development share drive. The committee briefly reviewed important semester timeline activities.

- September 26, 2016 – SACS Leadership Committee Meeting to discuss the institutional capabilities for space, staff, and other resources that will be required for the plan framework.
- Fall 2016 – Marketing Sub-group identified from the team
- Spring 2017 – Marketing Plan Developed
- Spring 2017 - QEP Plan Written/document finalized/Leadership Team approves
- Mid-Summer 2017 – QEP Plan finalized and submitted to review committee
- Fall 2017 – QEP implementation (early stages)
- October 23-26, 2017 - Site Visit
- Fall 2017/Fall 2022 – Full QEP implementation ongoing

5. Naming of QEP Plan

Mrs. Swinson asked for ideas on naming the QEP plan. The name and acronym should reflect the plan focus which addresses advising, orientation, retention and completion. Students will be invited to participate in a logo design contest. A marketing sub-group will be selected from the team to work on branding and marketing for the QEP roll-out.

The meeting adjourned at 3:00 p.m.