

QEP Development Team Meeting
January 18, 2017
Walters State Community College

The QEP Development Team Committee met at 2:00 p.m. on January 18, 2017 in the Academic Affairs Conference Room on the Morristown Campus.

Attendees: Avery Swinson, Chair, Mike Campbell, Dr. Lori Campbell, Dr. John LaPrise, Dr. Deanna Garman, Dr. Debra McCarter, Dr. Jamie Posey, Debra Williams, Roxanne Bowen, Joel Wilson, Paul Ludwig, Kristin Rich, Heather Carrier, Dr. Mark Hurst, Anita Long, Bob Dixon, Connie Earls and Cody Giles

Avery Swinson called the meeting to order.

1. Introduction of Cody Giles

Mrs. Swinson introduced Cody Giles, an ETSU mass communication student, who will be completing an internship in the Enrollment Services Office spring semester. Cody also works part-time in our Enrollment Services Office. His internship project will include working with the marketing team and assisting with the QEP naming and logo contest.

2. Review of QEP Timeline

An updated QEP Development Timeline handout was distributed. Avery noted that the status column was color coded to indicate the status of the action item. All completed work is denoted in green and upcoming or on-going is denoted in blue. The timeline will be updated as each activity is completed. This document is also available on the QEP drive.

3. Reminder of QEP Goals and Student Learning Outcomes

A handout of the QEP Goals and Student Learning Outcomes was distributed. Avery reviewed the three goals and noted there were two student learning outcomes associated with each goal.

4. QEP Vision Statement

As part of the QEP working team recommendations, Mrs. Swinson, with Cody Giles assistance, wrote the QEP Vision statement. After review, the committee agreed with the statement as written.

5. Discussion of QEP Working Team Recommendations

Avery distributed a handout outlining the recommendations of the QEP Working Team. Avery Swinson, Mike Campbell, Dr. Chris Baker, Melissa Duff, Paul Ludwig, and Connie Earls served on this team. The five recommendations presented include restructuring of an advising center (current Student Success Center), creation of an advising syllabus, creation of advising course in eLearn, purchase of College Scheduler, and to hire a QEP director. Avery reviewed the five recommendations and opened up the floor for discussion.

- Recommendation 1 – Re-structuring of an advising center

Consideration for relocating the Student Success Center began with evaluating current space utilization in the Student Services Building and other available spaces on the Morristown campus. Two spaces were identified as possible options. The Jack R. Fishman Library has a large space which was created when the book shelving was removed. This space currently has one office, study rooms which could also be used for test proctoring, and adequate space for the current tutoring furniture plus room for expansion. Tutoring Services current space includes three offices which could accommodate three advisors, computer space, and additional advising areas for faculty advisors.

Discussion: Dr. Posey, Library Dean, noted that they offer extended hours in the evening and on the weekend. The extended hours could increase access to tutoring. He also reported that most tutoring related services on college campuses are located in the Library. Roxanne Bowen recommended that the advising center be moved to the Library because her office, Counseling and Testing, often uses Tutoring Services for test proctoring and staff often walks students to this office to insure they use the services. She also said she would support the recommendation as presented if it is the best fit for space allocation. Dr. Campbell noted that the advising space must have adequate office space for the advisors to insure confidentiality to comply with FERPA. The recommendation to move these two locations would provide the required space. Paul Ludwig also added that although Tutoring Services is part of the Student Affairs unit, it is an academic student service, like the Library, and both are linked to student learning. Anita Long works in the Student Success Center and agreed that space is crucial for the new advising center. Avery added that the services and staff in each area are valued and this recommendation is based solely space allocation.

- Recommendations 2 and 3 – Creation of an advising syllabus and advising eLearn course

Dr. Baker and Paul Ludwig have created an eLearn course shell that includes course modules pertaining to education plans, advising syllabus, assessment tools, information on financial aid and graduation, and other advising related activities. The course would be accessible by the advisor and student and would remain available in eLearn until the student graduates. Measurable assessment activities will be included. eLearn also provides a centralized location for tracking and retaining assessment activities.

Discussion: Dr. McCarter asked about assessment activities in eLearn. Dr. Baker has developed strategies for assessment measures with the eLearn advising courses activities that can be used for qualitative and quantitative data. Paul also added that surveys will be administered inside the course. Dr. McCarter suggested a portfolio assignment be developed and included for academic measurement that can link to the student learning outcomes.

- Recommendation 4: Purchase of College Scheduler

Avery announced that College Scheduler has been purchased and is targeted to be ready to use for summer/fall registration 2017 and advising. This platform should provide easier, faster and a more intuitive course search and registration. Using this tool should provide advisors with more time for advising students and less time on class scheduling.

Documentation of a centralized advisor tracking system is still being considered. A tracking option, Advisor Profile, is part of INB Banner; however, it requires BANNER XE to use all features and currently we do not have an implementation date to update to this version.

- Recommendation 5: Hire QEP Director

A QEP Director position would be hired during summer semester if approved. This position would direct the QEP implementation and oversee the plan through completion. To insure a seamless transition to move the QEP from development to the implementation phase, some current team members may be selected to serve on both committees as recommended by Dr. McCarter.

Avery called for a motion to take the recommendations, as written, to the Vice President's Council. Connie made a motion to approve, Paul seconded the motion, and the motion carried with no objections.

6. Naming of the QEP Plan

The QEP theme and logo contest will be rolled out soon. The QEP Vision Statement will be shared during the roll out. To promote participation in the contest and to get all stakeholders involved, a grand prize will be awarded to the winner. Joel Wilson, Dr. Debra McCarter, Roxanne Bowen, Avery Swinson and Cody Giles will serve on a working team that will oversee the contest and selection process. Dr. McCarter, Avery Swinson, Mike Campbell, J.B. Pectol and Cody Giles will serve on the team that oversees the branding and marketing plan for the QEP roll-out.

Important Upcoming Dates

- July 13, 2017 - Dr. Larry Earvin, our SACSCOC representative, will be on campus.
- October 23-26, 2017 – On-Site Visit

The meeting adjourned at 3:00 p.m.