

QEP Development Team Meeting  
July 25, 2017  
Walters State Community College

The QEP Development Team Committee met at 9:00 a.m. on July 25, 2017 in the President's Conference Room on the Morristown Campus.

Attendees: Avery Swinson, Chair, Mike Campbell, Dr. Deanna Garman, Dr. Debra McCarter, Joel Wilson, Kristin Rich, Heather Carrier, Tara Howerton, Melissa Duff, Anita Long, Bob Dixon, Connie Earls and Austin Atkins

Mrs. Avery Swinson called the meeting to order.

**1. Introduction of Student Representative**

Avery introduced Austin Atkins who will join the committee as a student representative. Austin is a current student that serves as an officer in Phi Theta Kappa and as a Senators Page. She noted the importance of keeping students engaged as we work towards completion of the final QEP development plan and during the implementation phase.

**2. SACSCOC –Summer Institute 2017**

There were four members of the development team, Mike Campbell, Melissa Duff, Avery Swinson and Connie Earls, that attended the SACSCOC Summer Institute last week. The representatives reported out on the information relative to the sessions regarding QEP development and assessment. One of the conference sessions, conducted by SACSCOC representatives, provided instructions on creating assessment measures for the QEP and empathized the need to have well defined direct measures for the student learning outcomes in addition to indirect measures. The assessment plan should provide a clear and well defined outline which includes the assessment, timeline, responsible party for the assessment, measurement of the assessment and data reporting.

**3. Finalizing the QEP Plan – Discussion of Objective, Student Learning Outcomes and Assessment**

**Student Cohort Population**

Paul Ludwig was unable to attend today's meeting, but sent a statement about the target group and suggested narrowing down the focus group. He recommended that the committee review the proposed definition of the current control group which includes all first time freshman A.S. General Majors. Avery reported approximately 700-800 new full-time, first time freshman begin each fall term. The committee agreed that over a five-year period the target group would have the potential to grow beyond a manageable number based on available advisor to student ratio. The committee were in agreement that the focus group will be the fall 2018 full-time, first-time freshman class. In addition, the committee agreed to narrow the focus group to A.S. General Majors with learning support placement. Students with all college level placement would be excluded. All students in the target population will be enrolled in EDUC 1030, College Experience, and specific course assignments and assessment will be linked to the student learning outcomes. Avery has met with the dean of Behavioral and Social Science, Dr. McGhee, and he is in support of using the EDUC 1030 course and faculty for the plan.

The committee discussed using student groups for comparison data. Anita Long noted that with the expectation of TN Reconnect recruiting more adult learners for fall 2018 and that the increase in this student population could provide the opportunity to look at traditional versus nontraditional students. The committee discussed comparing students with college level placement versus learning support placement but agreed this was not needed for assessment.

Connie suggested including historical baseline data to support the selection of the target population. Dr. McCarter said she could provide this data if needed.

### **Assessment**

Avery reviewed the assessment measures. The assessment measures must show how the action activities or applied treatment leads to student success. Dr. McCarter recommended reviewing the plan and excluding activities that are not directly tied to the action plan linked to student learning. For example, College Scheduler was implemented to improve the advising process as part of this plan; however, since the implementation has occurred and not part of the student action activities to be implemented.

Melissa reported that professional development action activities will be assessed through training participation and faculty training satisfaction surveys.

Bob Dixon suggested setting up short term and long term measurements and include a rubric for the measurement. He asked specifically about linking graduation and retention rates. Avery reviewed the proposed goals, Student Learning Outcomes (SLO) and the assessment plan. She noted that Goal 1 will use retention and graduation rates as part of the assessment for SLO 1A action activity related to Faculty Training and Professional Development and SLO 1B action activity related to advising sessions. Direct measures are not linked to graduation and retention rates although these measurement will be used as indirect measures.

Additional discussion occurred in regards to the elearn advising course and the assessment of planned activities. Dr. Baker helped design the course and reported that activities and assessment data will be captured through data output available through eLearn. The committee discussed capturing the number of completed activities versus accessing the assignments. Melissa discussed using an advising rubric and provided an example on how to use the rubric for assessment.

The committee discussed how to capture a student's educational goal and measure it from beginning to end. Connie suggested adding an assessment activity within the College Experience class since students already have course associated with academic pathway planning and will take this course during their first semester. Avery will follow up with Dr. McGhee to discuss further.

### **Student Engagement**

Tara Howerton ask how we will keep the students engaged after completion of EDUC 1030. Avery noted that students will be assigned an advisor and will have eLearn advising course activities that will be part of the advising process. Austin added that millennial students want to know what value the activities have and how this will help them with individual goals. If a direct link is not establish he feels it will be difficult to keep students engaged. He suggested developing creative ways beyond assignments to keep the students engaged. Avery explained how student engagement will be occurring throughout the semester not only in the EDUC 1030 courses, but through the advising course and the assigned advisors. Melissa noted that students

that come to their advising appointment without the advising course assignments completed will use the Student Success Advising Center's computers or an IPAD to complete them before meeting with the advisor.

### **QEP Plan Submission**

Mike reminded the committee that after the final document is submitted, the on-site visit team may have additional recommendations to the plan. Dr. McCarter noted that as the plan is implemented and assessed, changes over the five-year cycle may be needed based on assessment results. These changes would be documented in the five year impact report.

### **Important Upcoming Dates**

- QEP Plan final submission (projected date: September 1, 2017)
- October 23-26 2017 – On-Site Visit

The meeting adjourned at 10:35 a.m.