Quality Enhancement Plan Writing Team
MEETING NOTES

Committee: QEP Writing Team

Date: May 8, 2017

Meeting Location: College Drive Campus, John & Pat Stewart Conference Room

Members in attendance:
Nicole Griffith-Green, QEP Director
Danny Bailey, Academic Advisor
David Childress, Professor, Program Coordinator – Computer Information Technology
Steve Flouhouse, Dean – Institutional Planning, Research, and Effectiveness
Megan Horne, Director - Student Support Services
Deena Howerton, Instructor – Practical Nursing
Vicki McGinnis, Assistant Professor – Developmental Reading
Richard Merritt, Assistant Professor – Mathematics
Ella Smith, Recorder, Administrative Assistant – Institutional Planning, Research, and Effectiveness

Members not in attendance:
Toni Armstrong, Board of Directors Representative
Mike Hobbs, Foundation Board Representative
Keri Jones, President - Student Government Association
Mike Tackett, Instructor – Electrical Technology
Janet Thompson, Program Coordinator - Medical Information Technology

Guests in attendance:
Sara Brown, Coordinator Title III Grant
Pamela Klinepeter, Director of Library Services
Cris McDavid, Associate Dean of Academic Affairs
Sheila Marcum, Director, Advising

Call to order: Director, Nicole Griffith-Green, convened the meeting of the Quality Enhancement Plan Writing Team at 1:04 pm.

Approval of minutes: Motion to approve minutes of March 31, 2017, meeting made by Deanna Howerton, seconded by Pam Klinepeter, motion carried.

Old Business:

1. Lead Evaluator Update: Anna Jones, PhD, of the University of Central Florida has been selected as our Lead Evaluator on the QEP.
2. Timeline Feedback: Director Griffith-Green provided the group with a detailed timeline and asked everyone to review the document and send her any feedback they may have within the next two weeks.

New Business:

1. Assessment plan review: Director Griffith-Green provided the group a handout color coded with areas of concern she would like information on. All members who contribute to the sections highlighted must do so before May 29, 2017.
2. Fall Professional Development ideas:
a. Members present agreed any and all faculty who plan to access the smart classrooms are required to attend and complete mandatory training prior to use of the room(s).

b. Internal small group PD sessions with idea sharing. Wendy Fosterwelsh has volunteered to coordinate a session. Director Griffith-Green asked the group to speak with their co-workers in an effort to put together other “best practices” sharing sessions. Vicki McGinnis mentioned perhaps a group study opportunity be made available using an approved book on a chosen topic.

c. Spring 2018 – external presenter from Gateway, Kerri McKenna, Ed.D. will be hosted on-site at ACTC for a professional development session.

3. MSU student landing page: Morehead State University has a landing on the front page of their website. A discussion was opened regarding where to add QEP information to the ACTC webpage to keep students and employees aware and up-to-date on QEP issues. Possible options include Sara Brown being able to place college specific (ACTC) announcements in Bb, keeping in mind that it’s important not to de-sensitize our students, and having college computer login screens pop-up with information when someone attempts to login. Director Griffith-Green agreed to check with Technology Solutions to see what that process entails.

4. Next Steps:

a. Resources. Director Griffith-Green provided a handout with monetary amounts listed by fiscal years and asked the group to review and let her know if there was anything missing that she may have missed.

b. Portfolio. Since a portfolio cannot be used as a graduation requirement does the group want to keep it or eliminate it from the QEP? The overall consensus was to keep the item since it is important to our students to learn what value a portfolio can have for them. Perhaps the assessment can be as simple as having them post a link to their portfolio during their tenure at ACTC.

c. Decide on an academic plan and assessments. Director Griffith-Green asked each individual to complete an academic plan and assessment specific to their areas of the College and send it/them to her.

d. FAQs. Megan Horne and Vicki McGinnis have sent their frequently asked questions to Director Griffith-Green. She inquired whether or not there were more from the others on the committee. The group was asked to send those to her as soon as possible.

e. Decide on fall marketing plan. Videos, etc. will be pushed during the fall 2017 semester. Proposed “swag” items to peak interest recommendations were: t-shirts, stress balls, fidget spinners, thumb drives, student id holders, and note books. Director Griffith-Green will work on getting marketing materials.

f. Complete QEP document to send by June 24. The current document contains 59 +/- pages at this time. Director Griffith-Green needs the information requested in order to finalize the QEP document.

5. CCRC paper of full-time status for review: A handout authored by Thomas Bailey and Davis Jenkins was provided. The document has valuable information and Director Griffith-Green would like everyone to read it.

6. Questions/Concerns: Vicki McGinnis informed the group she had been assigned to a KCTCS workgroup concerning a first-year-experience and its value to KCTCS colleges. If anyone on the committee has input simply send it to her. Director Griffith-Green asked the group to check their email over the summer whether on-campus or hiatus.

7. Next Meeting Date: The committee will meet in early August, prior to classes beginning.

Announcements:

Next meeting date: TBA
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**Adjourn**: Meeting adjourned at 1:38 pm.

**Submitted by**: Ella Smith, Recorder