Quality Enhancement Plan Writing Team
MEETING NOTES

Committee: QEP Writing Team

Date: January 27, 2017

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

Members in attendance:
Nicole Griffith-Green, QEP Director
Toni Armstrong, Board of Directors Representative
Steve Flouhouse, Dean – Institutional Planning, Research, and Effectiveness
Megan Horne, Director - Student Support Services
Deena Howerton, Instructor – Practical Nursing
Keri Jones, President - Student Government Association
Richard Merritt, Assistant Professor – Mathematics
Ella Smith, Recorder, Administrative Assistant – Institutional Planning, Research, and Effectiveness
Mike Tackett, Instructor – Electrical Technology
Janet Thompson, Program Coordinator - Medical Information Technology

Members not in attendance:
Danny Bailey, Academic Advisor (Medical Leave)
David Childress, Professor, Program Coordinator – Computer Information Technology (KCTCS Curriculum Mtg.)
Mike Hobbs, Foundation Board Representative
Vicki McGinnis, Assistant Professor – Developmental Reading

Guests in attendance:
Cris McDavid, Associate Dean of Academic Affairs
Allison Goble, Director of Marketing
Sheila Marcum, Director of Advising
Sara Brown, Coordinator Title III Grant
Pamela Klinepeter, Director of Library Services
Robin Lewis, Director of Admissions / Registrar
Steve Woodburn, Dean of Student Success and Enrollment Services

Call to order: Director, Nicole Griffith-Green, convened the meeting of the Quality Enhancement Plan Writing Team at 9:03 am.

Approval of minutes: Motion to approve minutes of November 4, 2016, meeting made by Deanna Howerton, seconded by Mike Tackett, motion carried.

Old Business:
1. Update from community presentations – using ‘soft skills’ terminology
   a. Board of Directors (12/7/2016): Steve Flouhouse gave a presentation before the ACTC Board of Directors in early December, 2016. The presentation was well received and having one question primary question regarding the initial academic plan. Mr. Flouhouse clarified the suggested improvements for students and how it would benefit them.
   b. Foundation Board of Ashland Community and Technical College (12/8/2016): Nicole Griffith-Green presented to the Foundation Board members. The information presented was well received with a question regarding the career planning book suggested as part of the process. Director Griffith-Green explained the documentation has been used universally for many years and is a valuable resource.

1
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c. Dr. Jay Box and community leaders (12/9/2016): Those present found the presentation informational and helpful in providing a knowledgeable workforce for the area. The Ashland Alliance group asked we leave the “soft skills” language in our terminology.
d. Rotary: The presentation will be made to the Rotary on January 30, 2017.

2. Faculty, Staff & Student Input – What Professional Development would employees need?
   a. Quality Enhancement Plan sessions for students will begin next week. Megan Horne has scheduled multiple sessions to give students an opportunity to hear about the QEP. Keri Johnson and Director Griffith-Green will meet to discuss further information to disseminate to students through the Student Government Association. Faculty and staff sessions will begin in February.
      i. Director Griffith-Green asked for member of the team to let her know what groups to which they plan to make presentations.

New Business:
David Childress was unable to attend but sent information he gathered on an additional portfolio software. The information is part of the handouts provided the group.

Megan Horne also mentioned discussions taking place in her GEN 140 course. Director Griffith-Green attended a GEN 140 class session and found feedback from the students quite insightful.

The group assembled were made aware of a few prospects for the QEP Lead Evaluator. There are currently 7 or 8 possible nominations. These will be looked at in-depth and requests made soon.

1. Action items: Student success. We must engage our students from start to finish. Assignments to this task were Robin Lewis, Sheila Marcum and Cris McDavid.
2. Timeline: The QEP timeline is due to our Southern Association of Colleges and Schools Commission on Colleges by June 23, 2017. Work continue on the timeline. There were questions from Cris McDavid, Robin Lewis and Sheila Marcum regarding the timeline of the QEP as whether it would be based on academic year or by semester. Director Griffith-Green explained that would be part of the discussion on implementation within their respective areas and a consensus of what would work best for our students. This meeting was to bring all up to speed on what has been done and to begin that discussion with implementation in mind. Assignments to this task were Robin Lewis, Sheila Marcum and Cris McDavid.
3. Assessment: Student Learner Outcome implementation and assessment handout continues to be worked on with areas included refining the SLO timeline succession. Assignment to this task was Richard Merritt.
4. Resources: Several examples were provided to the group as handouts. There are also many available from sources online. All are encouraged to read in detail the examples provided for insight.
5. ePortfolio products: Janet Thompson and David Childress have been investigating products. Effectiveness and cost are important factors to be considered. Work to have companies present their products to the QEP writing team and those involved with implementation is underway. Assignments to this task were Janet Thompson, David Childress, and Pam Klinepeter. Steve Woodburn was concerned about changing the graduation requirements and whether or not that was a possibility. Steve Flouhouse brought up the fact that we currently have a local graduation requirement that is not sanctioned by KCTCS in the ETS® Proficiency Profile exit exam. Further discussion included identification of a cohort, completers with which credentials, what specific definition of first-time students included. Could IPEDS be used in some way, how would dual-credit from another institution be handled, quantification of the measurements needed, etc.? Richard Merritt volunteered to create a Bb community populated with the cohort students for tracking once identified. Director Griffith-Green concluded the discussion and asked questions be sent to her and they would be followed up in subsequent meetings.
6. Marketing – naming contest, pamphlets, banners, and swag: Vicki McGinnis is in charge of the marketing and was unable to attend. Assignments to this task were Vicki McGinnis and Allison Goble. Steve Flouhouse mentioned he has information that visiting teams don’t always have a thought regarding swag,
etc. Pam Klinepeter inquired about the use of digital badges. Allison Goble said KCTCS possibly has something similar available and she would inquire.

**Announcements:**

**Next meeting date:** The QEP Writing Team will meet next at 1:00 pm on February 24, 2017, location to be announced.

**Adjourn:** The meeting adjourned at 2:14 pm.

**Submitted by:** Ella Smith, Recorder