Committee: QEP Writing Team

Date: September 23, 2016

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

Members in attendance:
Nicole Griffith-Green, QEP Director
Danny Bailey, Academic Advisor
Janet Thompson, Program Coordinator - Medical Information Technology
Richard Merritt, Assistant Professor - Mathematics
Megan Horne, Director - Student Support Services
Deena Howerton, Instructor – Practical Nursing
Keri Jones, President - Student Government Association
Vicki McGinnis, Assistant Professor – Developmental Reading
Ella Smith, Recorder, Administrative Assistant – Institutional Planning, Research, and Effectiveness
Mike Tackett, Instructor – Electrical Technology

Members not in attendance:
Toni Armstrong, Board of Directors Representative
David Childress, Professor, Program Coordinator – Computer Information Technology
Steve Flouhouse, Dean – Institutional Planning, Research, and Effectiveness
Mike Hobbs, Foundation Board Representative

Call to order: Director, Nicole Griffith-Green, convened the meeting of the Quality Enhancement Plan Writing Team at 9:04 am.

Approval of minutes: Motion to approve minutes of April 29, 2016, meeting made by Deanna Howerton, seconded by Richard Merritt, motion carried. Motion to approve minutes of September 2, 2016 meeting, made by Vicki McGinnis, seconded by Richard Merritt, motion carried.

New Business

New member from the advising area, Danny Bailey, was welcomed to the group. Danny will represent the Student Success and Enrollment Services group replacing Janet Thompson with her recent move to Academic Affairs.

Director Griffith-Green updated the group with news regarding the Title III Grant award to the College. The grant is focused on online and historically low success rate courses, this will contribute to the final area of the QEP focus. The Quality Enhancement Plan will adjust its focus toward the development of career and/or workplace job readiness through applied learning/active learning goal. Mrs. Horne interjected her thoughts regarding students becoming “independent learners” throughout their college career as part of their success plan. She pointed out techniques and tools such as TRIO, articles from AAHE and QAA, and Blooms Taxonomy of Learning. (Examples attached.) Mr. Bailey concurred based on his experience in advising students.

Mr. Tackett inquired about possibly using portfolios as a part of getting students involved and as a tracking mechanism. Its assessment could become part of their graduation requirement while helping the student build a resource for continuing their education or employment purposes. Group discussion entailed possible course insertion material for highest student contact, what could/should and should not be included. Responsibilities
and staffing details would also be forthcoming. Overall the team felt this would be a viable, assessable action while building a valuable tool for the student.

By engaging students from day 1 the College should see improvement in student engagement, written and oral communications, and in creating a high impact collaborative learning experience. Discussion continued including topics regarding possible mentoring, team teaching, establishment of a teaching team pool to allow staff members with expertise in specific areas of the college to assist faculty at identified intervals, etc. The team felt ample opportunity for professional development in year 1 of the QEP absolutely necessary and should include areas such as student engagement/active learning, portfolio software (once identified), independent study techniques, and improved advising and redesign of course(s) to be identified. This will be a migratory process as the QEP progresses.

Small sub groups were asked to look into portfolio software, internships, and community outreach.

Director Griffith-Green will also be presenting information to the College during the scheduled in-service day on October 28, 2016. A small task group of Nicole Griffith-Green, Danny Bailey, Deanna Howertown, and Megan Horne will work on getting that presentation together. Work will also begin on putting together outlines on Goal 1 (Richard Merritt), and Goal 2 (Vicki McGinnis) to be provided at the next meeting of the QEP writing team.

**Announcements**: Ashland Community and Technical College has a deadline of April, 2017, to provide multiple nomination for reviewers of our QEP topic. Please send Director Griffith-Green any possible nominations.

**Next meeting date**: The QEP Writing Team will meet at 9:00 am on November 4, 2016, location to be announced.

**Adjourn**: The meeting adjourned at 11:03 am.

**Submitted by**: Ella Smith, Recorder