Committee: QEP Writing Team

Date: September 2, 2016

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

Members in attendance:
Nicole Griffith-Green, QEP Director
David Childress, Professor, Program Coordinator – Computer Information Technology
Janet Thompson, Program Coordinator - Medical Information Technology
Richard Merritt, Assistant Professor - Mathematics
Megan Horne, Director - Student Support Services
Steve Flouhouse, Dean – Institutional Planning, Research, and Effectiveness
Mike Hobbs, Foundation Board Representative
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

Call to order: Director, Nicole Griffith-Green, convened the meeting of the Quality Enhancement Plan Writing Team at 9:01 am.

Approval of minutes: Motion to approve minutes of April 29, 2016, was postponed until next meeting currently scheduled for September 23, 2016.

Old business:
Director Griffith-Green and team member Vicki McGinnis attended the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Summer Institute during the summer hiatus as planned.

New Business

The new student representative, Keri Jones, was in attendance and welcomed to the team.

Director Griffith-Green provided the team with several handouts, many of which were from the SACSCOC Summer Institute she felt would be beneficial to the group. Dr. Griffith-Green further indicated she felt the group needed to re-evaluate the QEP topic with this information in mind. Ms. McGinnis concurred. The current plan is to have the rough draft prepared of the QEP by the end of the fall 2016 term. Director Griffith Green began leading the team through the handouts with the QEP Implementation Timeline handout. This handout answered some important questions as well as reiteration of how the timeline ties to the College’s reaffirmation process. Director Griffith-Green also provided the group with her notes from the QEP Institute. She went through notes regarding some of the presenters, especially from Drs. Steven Sheeley and Cheryl Cardell. Information specifically related to the establishment an ongoing budget plan, the direct tie to the College’s Strategic Plan, and the organizational structure as it relates to the College.
Quality Enhancement Plan Writing Team

MEETING NOTES

The QEP will be presented on the 2nd day of the SACSCOC on-site visit. The 3rd day the visiting team will report to our leadership their findings. The QEP team will have an opportunity to respond to their findings at that time.

The SACSCOC Quality Enhancement Plan Guidelines (rubric) was part of the handouts as was an outline of the Quality Education for the 21st Century document. The High-Impact Educational Practices section of the Education for the 21st Century document was further highlighted and the team asked to read through the information extensively. Director Griffith-Green informed the group that a minimum of one of these practices was required in the QEP with the possibility of a second recommended. Of the 10 possibilities she felt there were a few which would lend themselves to our institution. Those 4 being Learning Communities, Collaborative Assignments and Projects, Service, Community-Based Learning, and Internships. The team was asked to focus and research these topics to see which would work best in our College environment. Director Griffith-Green directed the team to open the LEAP section of the handout to pages 6, 7 and 8. These pages provided information regarding soft skills.

Vicki McGinnis addressed the team and provided handouts regarding broad-based participation by students, faculty, and staff, and examples of marketing strategies to get the message out there. She explained to the team it would be their responsibility to assist in getting the message disseminated in a positive manner. Ms. McGinnis suggested a sub-committee be established to come up with marketing efforts and methods of communicating the QEP message. A dialogue began within the team to discuss different ways to inform students and co-workers. Director Griffith-Green added to this by stating the team also needed to be prepared for nay-sayers. The team was again encouraged to delve into the material provided and come up with their own ideas and bring them back to the next meeting.

The second goal identified in the current QEP topic rubric mentions student ability to develop career and/or workplace job readiness. The wording needs to be reconsidered to include engagement, applied learning, etc. Employers in our area have indicated they need possible employees equipped with soft skills. How can that be accomplished within our general education courses? What high-impact focus can be embedded into courses successfully? Discussion ensued for several minutes. Ms. McGinnis concluded the discussion by commenting the faculty needs to go where the research guides them, even if it's not how they want to teach. Mrs. Horne shared information regarding independent learners as opposed to old-school tutoring, etc. Ms. Howerton concurred, and added that her experience with students shows a large portion of them have issues with the confidence to be independent learners. Further discussion began on how to identify a significant group of students to address this type of issue. Many ideas were put forth along with cautions regarding assessment of the ideas.

The next topic was an educational plan for each student. Course load, years to completion, etc. and how it could be evaluated/assessed. Mr. Childress provided the group with information regarding a national certification. This was discussed as a possibility to replace the current exit exam as a means of measuring a student’s successful navigation through their education. The NCRC addresses several targets which includes soft skills. He was asked to gather further information on the certification to present at the next meeting.

Final comments by Director Griffith-Green included her request for another QEP team member from the student services area since Janet Thompson has been moved into a faculty position. Additionally, she has had comments from faculty that they want to be kept more informed. She asked for a volunteer to send information from the meetings to ACTC faculty and staff. Mr. Merritt volunteered.

Announcements:
Proposed rough draft of the QEP by end-of-term, fall 2016
Next meeting date: The QEP Writing Team will meet at 9:00 am on September 23, 2016, location to be announced.

Adjourn: The meeting adjourned at 10:54 am.

Submitted by: Ella Smith, Recorder