Committee: QEP Writing Team

Date: April 29, 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, Admissions Advisor
Richard Merritt, Assistant Professor - Mathematics
Megan Horne, Director - Student Support Services
Steve Flouhouse, Dean – Institutional Planning, Research, and Effectiveness
Deena Howerton, Instructor – Practical Nursing
Kathryn Barber, President - Student Government Association

Members not in attendance:
Toni Armstrong, Board of Directors Representative
Mike Hobbs, Foundation Board Representative
Vicki McGinnis, Assistant Professor – Developmental Reading
Mike Tackett, Instructor – Electrical Technology
Ella Smith, Recorder, Administrative Assistant – Institutional Planning, Research, and Effectiveness

Call to order: Nicole Griffith-Green convened the meeting of the Quality Enhancement Plan Writing Team at 9:06 am.

Approval of minutes: Motion to approve minutes of February 26, 2016, meeting as submitted made by Deanna Howerton, seconded by Richard Merritt, motion carried. Motion to approve April 12, 2016, minutes made by David Childress, seconded by Richard Merritt, motion carried.

Old business:

Director Griffith-Green welcomed the group and began the meeting with a check of the QEP timeline sequence of events thus far. The QEP process appears to be on target as outlined. She also shared that the plan for Vicki McGinnis and herself to attend a summer institute regarding writing the QEP had been confirmed and travel arranged.

Handouts were provided which included documents containing compilations of all action items and student learner outcomes collected from the various student, staff and faculty input opportunities. The team was asked to look at the documents side-by-side to open discussion on which student learner outcomes corresponded with the action items. In some cases there was overlap from one goal to another. Points of note were:

- Tutoring
  - Possible tutoring center locations identified as the former Read/Write Lab, or room 228. Both locations have high student traffic patterns.
  - Funding is a large concern. Current and future budget cuts outlined by the state government has to be taken into account. Director Griffith-Green has been in discussion with ACTC President, Dr. Kay Adkins, and adequate funding has been allocated for the QEP.
  - Online tutoring will be a new process for ACTC. Our student online population continues to grow and should be addressed with tutoring efforts.
Quality Enhancement Plan Writing Team
MEETING NOTES

Enhanced Advising & Career Counseling
Several viable suggestions were provided under the topic of enhanced advising and career counseling. A few were mentioned multiple times using various wording. Those that stood out were student development of an academic plan, pre-loaded first semester schedules, mandatory degree audits, making career readiness part of the graduation requirements/process, a review of the current orientation process, and career based training for advisors. Discussion by the group resulted in a strong feeling that at least one action should be communication. They also felt service learning was needed to build ties with the community. David Childress volunteered to share his activities in this area with the group. Janet Thompson and Nicole Griffith-Green will look into changes to the current orientation, degree audit policy work will be led by Steve Flouhouse, investigation and further discussion of pre-loaded schedules for incoming freshmen will continue with the possibility of trying this with the incoming spring 2017 group of pre-nursing students.

Workplace/Job Skills
There were many suggestions in this category. The discussion among the group touched on a possible attendance policy with pros and cons, career assessment and where it would fit into the educational process, experiential/service learning, internships and capstone courses, resume building/writing and interview skills, communication skills and personal development needed on-the-job. It was felt some of the topics fit better with certain programs more than others so work will have to take place to find the balance for our students. Collaborative assignments in class was also part of the discussion as a means to improve our students’ ability to work with others in a workplace environment. Faculty and staff will also need training or professional development in evaluation of group projects.

Connections with Community & Business
Some of the items overlapped from the workplace/job skills group. New assessment measures being rolled-out will affect how this section can be addressed. Further discussion regarding job searches, networking, outreach and volunteering, etc. will be looked at in-depth by Director Griffith-Green as the writing process continues.

Each of these categories has student learner outcomes associated with them. The group as a whole felt the SLO portion should be clearly defined and measurable. The group also felt the process should be narrowed two sections. Goal one would be defined as the Academic Goal and pertain to the tutoring and enhanced advising and career counseling activities. Goal two would be defined as the Career Goal and pertain to the workplace/job skills and connections with community and business. It was thought each of these goals would have 1 to 4 student learner outcomes associated with them. Once Director Griffith-Green and Vicki McGinnis attend the conference this summer there should be clearer information regarding specifics to the process.

New Business
The QEP needs a name. Several suggestions were offered by the group. The name tentatively agreed to was Connect-to-Complete with the tutoring/student success center being deemed the EPI Center (Excellence, Performance, Initiative). This was felt appropriate since the five year plan begins with academics evolving to the career pieces.

Announcements:
July – QEP Conference
Rough draft of the QEP by mid-late August

Next meeting date: The QEP Writing Team will meet in early August, 2016. Specific date to be announced.
Adjourn: The meeting adjourned at 10:42 am.

Submitted by: Ella Smith, Recorder