Committee: QEP Writing Team

Date: February 26, 2016

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

Members in attendance:
Nicole Griffith-Green, QEP Director
Mike Hobbs, Foundation Board Representative
David Childress, Professor, Program Coordinator – Computer Information Technology
Janet Thompson, Admissions Advisor
Vicki McGinnis, Assistant Professor – Developmental Reading
Mike Tackett, Instructor – Electrical Technology
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
Ella Smith, Recorder, Administrative Assistant – Institutional Planning, Research, and Effectiveness

Members not in attendance:
Toni Armstrong, Board of Directors Representative

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

Approval of minutes: Motion made by Deanna Howerton to approve minutes as submitted, seconded by Mike Hobbs, motion carried.

Old business:
First order of business was the student Quality Enhancement Plan survey. A survey was sent to the ACTC student body on February 16, 2016, to get student input/feedback on narrowing the focus of QEP topics. Two hundred ninety two students responded and the top four items returned were identified as: Tutoring, Workplace/Job Skills, Enhanced Advising & Career Counseling, and Connection with Community & Business. Steve Flouhouse, our SACSCOC liaison, clarified with SACSCOC that multiple items can be piloted as part of the QEP process. Director Griffith-Green then asked the group to look over the survey comments for viability to the topic focus. Discussion followed and it was brought up that financial literacy might also be added as part of our focus. Current loan default rates as well as this item being the fifth highest ranked item would be considered justification, should the group decide to incorporate it into the QEP. Mr. Flouhouse reiterated the necessity of keeping in mind the College’s ability to implement any plan(s) financially and sustainability. Mr. Merritt and Director Griffith-Green also talked about the current location and usage of tutoring/help labs on College Drive. It would be preferable to move those labs to a more accessible area of the College to improve usage. Director Griffith-Green will speak with the Dean of Academic Affairs and Associate Dean of Information Technology regarding the cost of such a move to determine its feasibility. Additionally, the ability to measure student learner outcomes must not be forgotten.

Next topic of discussion, the Board member survey results. The responses indicate the need for better soft skills, communication skills, and internships/coops which align with three of the top four student choices. The technical program coordinators will be a valuable asset when gathering information regarding how to setup and monitor internships and coops. Mr. Childress brought up volunteer and community service opportunities which helps to
build communication, confidence, and interaction skills. Methods to build these types of soft skill improvements must be considered in adding them into curriculum for Associate of Arts and Science degree students.

Data review of the Exiting Student Survey, Employer Survey, and CCSSE was next topic of discussion.

- Exiting Student Survey items that stood out were:
  - Students indicated they don’t join student activity groups overall
- Employer Survey items that stood out were:
  - Employers indicated ACTC students they hired needed improvement in soft skills, willingness to accept responsibility in the workplace, working without supervision, general attitude.
    - It would be interesting to know whether or not these employers provide orientation?
- CCSSE items of note were:
  - Benchmarks indicated 83% of those participating had never given an oral presentation in their course work, 78% had never participated in community service projects, 60% had never attended tutoring sessions, and many indicated they had not spoken with their advisors or instructors regarding careers. Disaggregated data shows college services were higher in the not utilized category.
  - Discussion pursuant to successful retention and completion rates in the Student Support Services followed. What causes Student Support Services to have a high retention and success rate versus the remaining student population? Mrs. Horne addressed what her group does to make this difference. They are a high touch group and their funding is based on student outcome/success.
  - Benchmarks indicators show a high ranking in the student/faculty contact category

New Business
Director Griffith-Green then provided three documents for the group to review. Those documents were Proposing QEP Learning Outcomes and Actions, EQuEPT, Guildford TCC. The QEP writing team can have broader goals but must have specific student learning outcomes. Director Griffith-Green indicated there are some good ideas in these documents. She asked the group to read through the documents and research some of the information. The Proposing QEP Learning Outcomes and Actions is a request to be sent to ACTC employees asking for White Papers/proposals be submitted regarding the narrowed topics being considered for pilot. The request for submission will be sent prior to spring break with a deadline for paper submissions by April 1, 2016. The request will contain clarified parameters, and will also provide ACTC’s proposed revised mission and vision statements, and current measures.

The advising group is considering a revision to the new student orientation. This might allow an opportunity to pilot this process due to advising being mentioned as one of the top 4 concerns from the QEP Student Survey.

Ashland Community & Technical College has an in-service day scheduled on April 15, 2016. Director Griffith-Green will request time on the agenda to go over and update ACTC employees on the QEP Writing Team activities.

Before closing the meeting Director Griffith-Green asked for volunteers for a small group to meet to go over the White Paper submissions prior to the larger meeting. Volunteers to meet with Director Griffith-Green are Janet Thompson, Richard Merritt, Vicki McGinnis, Megan Horne, David Childress and Ella Smith. This group will meet at 9:00 am, April 8th, on the College Drive Campus.

Announcements: No Announcements.

Next meeting date: The QEP Writing Team will meet on April 29, 2016 @ 9:00 am in the John & Pat Stewart Conference Room on the College Drive Campus.
Adjourn: The meeting adjourned at 10:33 am.

Submitted by: Ella Smith, Recorder