**Committee:** QEP Writing Team - Special Task Group Session  

**Date:** April 12, 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  
Ella Smith, Recorder, Administrative Assistant – Institutional Planning, Research, and Effectiveness  

**Members not in attendance:**  
N/A  

**Call to order:** Nicole Griffith-Green convened the meeting of the Quality Enhancement Plan Writing Team – special task group session at 9:01 am.  

**Approval of minutes:** Special task group meeting – no meetings note approval. Minutes of last full meeting will take place at the next full meeting of the QEP Writing Team.  

**New Business**  
Director Griffith-Green then provided handouts for the group to review. Handouts provided were: a draft of her in-service update to ACTC employees, Student Learner Outcome proposals submitted to team based on request sent to all employees asking for input, Greenup and Boyd County Soft Skills information. The purpose of this meeting was to discuss submissions of the “white papers” on student learner outcomes addressing the four topics identified by employees and students for our QEP. There were 15 submissions regarding student learner outcomes, 5 by faculty and 10 by staff. There were many suggestions for actions versus actual outcome assessment steps but she felt there were many good ideas that would lead to assessing the activities identified in the QEP. She also noted that she and Vicki McGinnis would be attending a conference this summer which is designed to aid in writing our QEP. In addition to these submissions, Director Griffith-Green spoke to the technical program coordinators to see which programs had coop and/or internships associated with their programs. There were a variety of differing activities. These will be looked at more closely as the QEP writing process continues.  

The group felt there would be two main components of the QEP. These were identified as: Tutoring/Academic Goals, and Career/Workplace Goals. As discussion took place within the group several activities and some SLOs were categorized under these two goals.  

- **Tutoring/Academic Goals:**  
  - Group activities / Active learning online and on-the-ground assigned to specific designated courses  
  - Tutoring developed to meet the changing needs of our online and on-the-ground students  
    - The group felt that something had to be developed that would work with our online population of students  
  - Next generation learners  
  - Those involved in any of these processes had to be trained extensively on the College processes related to students
A strong case was made for students completing a degree audit sometime mid-degree during their tenure at ACTC would be very helpful to them.

- **Career / Workplace Goals**
  - Soft skills
  - Communication
  - Career Readiness
  - Possible actions to include Resume’ writing/building, coops & internships, service learning, career center
    - Work on an annual or semi-annual event planned and coordinated with students and area employers, advisory boards, etc. to aid in establishing interview skills and employer expectations in the workplace

The QEP needs to be inclusive of both our on-the-ground and online student population. Placement of group work could be most effective in ENG 101 since both technical and Associate of Arts and Science have to complete this course for their degree. In addition, there may be other social interaction courses that might be accessible. Mr. Merritt agreed to work on predictive statistical evaluations on such courses to see what courses affect the most students. However, it was noted that any activities added to online courses had to be identified in PeopleSoft and on syllabi if they were to succeed.

It was agreed that a tutoring/career readiness coordinator is needed.

The group was then asked to look over the PowerPoint slides drafted for the upcoming College in-service day. It was suggested statistics regarding student response and employee response be added to the slides. There was also discussion regarding additional input from employees on the identified QEP topics. Director Griffith-Greene agreed to add a verbal invitation to the group for any additional suggestions be sent to her.

The final topic was for the group to be thinking about a name for our QEP. This will be discussed at the next meeting of the full group.

**Adjourn**: The meeting adjourned at 11:15 am.

**Submitted by**: Ella Smith, Recorder