

Meeting Minutes

The QEP Committee met on Friday, March 11, 2016, at 8:30 a.m. on the Andalusia Campus. The following members were present:

Shannon Lightsey, Chair	Jason Jessie	Kelley Nolen
Donna Bass	Wendy Johnson	Heather Owen
Jennifer Hall	Angela Kelley	Jan Riley
Latrece Hall	Shannon Levitzke	Shannan Spurlin

Shannon Lightsey called the meeting to order by welcoming everyone, asking them to sign in, and handing out the agenda.

Shannon Levitzke reviewed the minutes from the prior meeting.

Literature Review Presentation

The literature review sub-committee presented their research and gave an overview of five key findings: execution, initiation, expectations, application, and connections.

Committee Discussion

Shannon Lightsey reviewed key discussion points from the prior meeting, and several members shared faculty and staff suggestions for the revised advising and orientation process, including

- Study skills
- Better signage around campus
- Providing an overview of student accounts
- Staff introductions
- Campus maps
- Overviews of programs of study, and job and salary information
- Traditional course structure
- Financial aid overview
- Resume, interview, and job preparation skills
- Updated contact information
- Orientation to Canvas
- Time management skills
- Assistance reading course schedules, degree plans and the STARS guide
- Email etiquette
- Library and research skills
- Pre-advising assignments
- Overview of college policies and procedures
- Information about course sequencing and pre-requisites
- An advising week prior to registration
- College-wide email addresses

Development of Goals

The committee reviewed the differences between goals and outcomes. For the College's QEP, goals will be defined as "broad summary statements of major institutional activities and overall expected accomplishments," while outcomes will be defined as the "intended impacts/effects of the QEP . . .

Meeting Minutes

stated in terms of specific, observable, and measurable benefits” (Cuevas). Members then began drafting tentative goals and supporting outcomes for the QEP:

1) Increase student success.

- Retention
- Completion
- Credit accumulation
- Withdrawal rates/course pass rates

2) Increase student awareness of college expectations and promote ownership of the goal setting process.

- Study skills
- Soft skills
- Communication
- Engagement with support networks
- Building and updating portfolio

Members agreed that goals and outcomes will continue to be reviewed and refined as the committee moves forward and begins planning project activities and assessment measures.

The next meeting will be held on Friday, April 29, 2016, at 8:30 a.m. on the Opp Campus.

The meeting adjourned at 11:00 a.m.