

Meeting Minutes

The QEP Committee met on Friday, June 17, 2016, at 8:30 a.m. on the Andalusia Campus. The following members were present:

Shannon Lightsey, Chair	Latrece Hall	Dr. Herbert Riedel (guest)
Donna Bass	Jason Jessie	Jan Riley
Danita Day	Shannon Levitzke	Eddie Spann
Michelle Goosby	Kelley Nolen	Shannan Spurlin
Jennifer Hall	Heather Owen	Kelly Wilson

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.

Review of Committee Work

The sub-committees presented an overview of their work for the larger committee:

- 1) Jennifer Hall presented for **The Logistics and Outreach Sub-committee**. The group has compiled drafts of an implementation timeline, a job description for the QEP Director or Coordinator, a list of resources, and a working budget for project year 1. The members also contacted other schools with similar QEP's and gathered information on their goals and implementation. Peer and student forums will be scheduled for each campus to gain feedback as work on the QEP progresses.
- 2) Shannon Levitzke presented for **The ORI101 Curriculum Sub-committee**. The group has developed five preliminary modules for the new Orientation course: engagement with support network, study skills, soft skills, higher education environment, and portfolio creation. The members will continue gathering information on these areas and develop a draft schedule and activities to present to the larger committee.
- 3) Shannan Spurlin presented for **The Advising Redesign Sub-committee**. The group created clear objectives for the advising process to make it more streamlined and structured. Ideas included a new Mentoring Questionnaire, more frequent communication with advisees, and longer pre-registration advising periods with publicized dates.

Group Discussion

The committee discussed the presentations, with the following ideas presented:

- An active shooter video might be included in the ORI course
- Phone and mail skills might be included in the soft skills portion of the ORI course
- Adequate training will be needed to ensure consistency across ORI sections
- Classroom space will need to be a consideration when scheduling ORI sections
- Web Smart, an Alliant web interface, was suggested for facilitating the advising process
- Sign-up Genius was suggested as a resource for scheduling advising appointments
- Remind.com was suggested as an advising notification system
- The College could incentivize advising appointments by doing giveaways

Meeting Minutes

- Any costs associated with the QEP in 2016-2017 should be detailed and submitted to Lynne Dayton prior to the February budget amendment

The next meeting will be held on Friday, September 16, 2016, at 8:30 a.m. on the Andalusia Campus. Sub-committees will continue to meet individually before the September meeting to continue working on their assignments.

The meeting adjourned at 11:00 a.m.