

## QEP Development Committee Co-Chair Subcommittee Meeting Minutes

**Date:** May 30, 2024

**Time:** 2:00 pm

**Location:** MCC 4422

**Present:** Jeremy Bennett, Kristen Corbell, Amanda Fields, Justin Lyons, Ann Proudfit, Brad Speilman

**Absent:** Amanda Melniczek

**Guest:** Kara Baldwin

**Recorder:** Debbie Kelton

**Facilitators:** Jeremy Bennett, Kristen Corbell

TOPIC	TYPE	PRESENTER(S)
Welcome		Dr. Bennett welcomed the group and thanked them for coming.
QEP Writing Guidelines	Kara Baldwin	Dr. Bennett thanked Dr. Baldwin for putting together the QEP Outline and offering to help with the writing guidelines. He reminded the group that their subcommittee reports are due to him no later than <b>June 15<sup>th</sup></b> . Dr. Baldwin put together a writing guide (attached) for the co-chairs and offered to review their reports and give them feedback before they send their reports to Dr. Bennett. Please send the reports to Dr. Baldwin a week in advance so she will have time to review and give feedback.
Student Engagement	Brad Spielman Amanda Fields	Brad Spielman reported: <ul style="list-style-type: none"> <li>• Expanding in-classroom and out of classroom engagement</li> <li>• Tutor and faculty training</li> <li>• Having a syllabus repository</li> <li>• Asynchronous support for online classes</li> <li>• Revitalizing Canvas campaign with mandatory orientation</li> <li>• Strategies for faculty engaging students</li> <li>• ACA 120 expansion into CTE Curriculum</li> <li>• Creating a seamless path – orientation, ACA, classroom</li> <li>• Attendance and persistence</li> </ul>

		<ul style="list-style-type: none"> <li>• First 8-week classes as opposed to the second 8-weeks in the semester. There are 3 times more no-shows in the second 8-week session.</li> <li>• Iso-Thermal integrated AV120 Watermark product with Moodle. Dr. Corbell asked if it can be integrated with Canvas/EAB Navigate? Brad is waiting for an answer to that question from our rep.</li> <li>• Use of the gradebook in Canvas will be integrated to decrease the number of early alerts so instructors spend less time on early alerts but, they <b>must</b> keep up with the gradebook.</li> <li>• Impact of the attendance policy is greater on student success is when it is tied to possibly adding the ACA requirement in all programs.</li> <li>• Previously students could see their attendance in Self-Service but it has been turned off because of the confusion with the attendance for blended classes. Can that be fixed?</li> </ul>
Professional Development	Amanda Fields	The Professional Development sub-committee will encourage faculty to start taking attendance in Fall 2024 after confirming that it will not make a negative impact on auditing nor financial aid. An information sheet will be provided.
Financial Aid Distribution Group	Ann Proudfit Jeremy Bennett	<ul style="list-style-type: none"> <li>• ITS recommended that we do not try to show the student disbursements in Self-Service. Ferrelli said it is cost prohibitive. Dr. Proudfit asked Ronnie Smith to get the cost estimate from Ferrelli. Let us decide what is cost prohibitive. We anticipate getting the cost estimate from Ferrelli by mid-June. We have built \$80,000 in the budget for a financial aid person. If Ferrelli's cost is less than that, then we're ahead.</li> <li>• We think we would like to start the chunk the financial aid distributions in fall of 2025 if we can.</li> <li>• If Ferrelli can't make changes in Self-Service to show student distributions, ITS will create a mini-portal using Soft Docs to provide that information to students.</li> </ul>

		<ul style="list-style-type: none"><li>• Financial Aid needs to know by October 1, 2024, if we will start chunking the disbursements in Fall 2025 so they can put their processes in place.</li><li>• Discussed how we can communicate to students about financial literacy.<ul style="list-style-type: none"><li>○ Titan Link currently does the financial literacy training. Ann asked David Pittman to follow up with Natasha McEachern, Director, Titan Link.</li><li>○ ACA has a short financial literacy unit</li><li>○ Links to videos for online orientation</li><li>○ Student assistance program</li><li>○ Mandatory first year college experience</li></ul></li></ul> <p>Brad has written a proposal on increasing the awareness of what SAP is and how students can keep it above 67%.</p> <ul style="list-style-type: none"><li>• There is academic SAP (program GPA) and financial aid SAP (cumulative GPA). They are not aligned. We need to help students understand SAP and help them with the appeal process.</li><li>• Professional development on SAP.</li><li>• Academic warning process is very complicated; it needs to be simplified.</li></ul>
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