

QEP Development Committee Minutes

Date: April 30, 2024

Time: 1:00 pm

Location: MCC 4900

Members: Kara Baldwin, Jeremy Bennett, Kristen Corbell, Rich DePolt, Kristin Dotson, Amanda Fields, LaTia Hairston, Keith KARRIER, Lisa Koretoff, Justin Lyons, Amanda Melniczek, Kirby Moore, Ann Proudfit, Ronnie Smith, Brad Spielman, Nick Yale

Recorder: Debbie Kelton

Facilitator: Jeremy Bennett/Amanda Fields

TOPIC	PRESENTER(S)	NOTES
<p>Sub- Committee Reports</p> <ul style="list-style-type: none"> • Pilot Group (Aviation, Cosmetology, and Surgical Tech) • Student Engagement (Academic) • Professional Development • Attendance Policy/Reporting • Marketing • Financial Aid Distribution Processes 	<p>Co-Chairs</p>	<p>Pilot Group (Aviation, Cosmetology, Surg Tech)</p> <ul style="list-style-type: none"> • Courses for incoming students are identified. • Restriction based on the student program code which makes it more efficient for the students. • Aviation is talking to students and parents telling them that they need to take their English class on the Aviation Campus. • Still to come, how to put he attendance data into Self Service all the way through the end of the semester. <p>Attendance Policy/Reporting</p> <ul style="list-style-type: none"> • Worked with Curtis Way to get reporting to work taking into account all holidays. Good news! Curtis was able to make it work. • Report working – number of days since attendance was recorded. • Updated the attendance policy. Took out college break periods. Dr. Pitonzo has final version to take to Dr. Clarke. We hope to make it a College Wide Rule to use for the pilot group. • Have to consider the 8-week initiative. We have to make sure that we don't mix the two up. • Title IX will use excused absence. We can figure out DAS. There will be some things the compliance person will have to check. <p>Student Engagement (Academic)</p> <ul style="list-style-type: none"> • There are two tracks, "in-class" assignment and "out-of-class" assignment.

- Summer will be the heavy lifting – “out-of-class”. How do we do onboarding, advising, ACA, Early Alert? We will use interconnecting language and communication points.
- New students -Frist mini and second mini - there is a higher drop-out rate in the second mini. What is best for students? How do we make them stay here?
- This is the start of a five-year plan. We will do the “out-of-class” by the end of summer and start on “in-class” in the fall.
- Is there a way to draw the line so we know what we can and cannot do before the plan is approved?

Professional Development

- Working on objectives for the practical side.
- How to enter attendance in Canvas?
- What do people want to know?
- Building professional development that ties into student engagement
- Canvas or F2F?
- The Team comes in October. We get approval in June 2025. When can we start professional development.
- Will develop a train the trainer program. This time we have full-time and part-time faculty to be trained. The QEP is a five-year plan we have to stage it.
- The pilot year, Year 0, allows the pilot group to figure things out. A lot of that will occur with the 8-week roll-out.
- Eight-week, Quality Matters, QEP, Dev Ed redesign – we are putting a lot on faculty at one time. We will have to get clarity from Dr. Pitonzo and Dr. Klein.
- Is there a possibility of using an AI micro system to answer questions for from faculty and staff? The Records Office will be inundated with calls from faculty and staff.
- Need to remember that professional development will be required on the staff side as well as faculty.

Financial Aid Distribution Processes

- Make sure that financial aid lasts through the semester. Refer students to Titan Link as a safety net.
- Pell is currently paid in one payment at the beginning of the semester. Scholarships and loans are paid out in three payments over the semester. Students can't see when their payments are scheduled and how much they will receive. We are trying to get this information in Self-Service for students to see.
- Kristin Dotson shared several scenarios for distributing funds throughout the semester. The subcommittee agreed to distribute three payments over the semester of 50%, 25%, and 25%. Similar to the way a paycheck is received.
- This information will be publicized at onboarding.
- Will distribution date be universal or based on mini's, 8-weeks, or 16 weeks? Standard based on the whole semester per Lisa Koretoff.
- How many credit hours can a student take with 8-week courses? Nine and 9 for 18?
- The QEP is "Success in the first 12 credits". Attendance is only one of the activities; the 8-week conversion is another. There was discussion about the QEP, 8-week conversion, and Dev Ed redesign. How will we isolate the impact of the different things to measure? Amanda Fields said that all three things at once is a lot for the English and Math departments. Could we consider rolling out the attendance policy in increments. We are already doing the pilot. Could it be a more staged approach? It is something to consider. We would have to figure out what it would look like.

Marketing

- Plan to have literature at touchpoints for students. Need something with a QR code that advisors can hand to students during advising. Recruiting has to have materials when meeting with high school counselors/students who are preparing to attend in the fall.

		<ul style="list-style-type: none"> Marketing prepared three draft logos for the QEP slogan, "Here to Succeed". Will rework and send back to the committee for comments.
<p>QEP Subcommittees Deadline to Submit Draft to Dr. Bennett for Review</p> <p>June 14 at 5:00 pm</p>	Co-Chairs	<p>Have to have the final version of this plan by September 1. Co-chairs, send Dr. Bennett the objectives and strategies for your subcommittees by June 14th. When writing, show how it will positively impact student success. Recognize why it is an important activity. Include indicators of success if you know them.</p>
Walk-ins		n/a
Next Meeting		TBD