

**QEP Development Committee
Minutes**

Date: November 17, 2023

Time: 3:00 pm

Location: MCC 4900

Present: Kara Baldwin, Jeremy Bennett, Kristen Corbell, Rich DePolt, Amanda Fields, Justin Lyons, Brad Spielman

Absent: LaTia Hairston, Keith Karriker, Lisa Koretoff, Kirby Moore, Ann Proudfit, Justin White, Nathan Wilsford

Recorder: Debbie Kelton

Facilitator: Jeremy Bennett/Amanda Fields

TOPIC	PRESENTER(S)	NOTES
Request for updates (from communications with other colleges as well as internally)	Amanda Fields	No updates at this time.
Brainstorm for project name	All	Amanda Fields distributed a homework handout to use for brainstorming names for the QEP. Members were asked to bring their suggestions to the next meeting.
Request for Leadership for Sub-Committees (Seven Teams - Magnificent Seven) <ol style="list-style-type: none"> 1. Community College Teams -researching other schools to find out current plans and whether they still are attendance-taking or not 2. Field Trip Team -physically visiting our three peer colleges in NC to research what follows: records, financial aid, compliance/auditing, IR, curriculum/instruction, and onboarding for students 3. Professional Development Team -looking into how to share this new plan with faculty and staff as well as the student development teams 4. Census Re-design Team -improve our current census challenges by gathering the individuals gathered back in August 5. Administrative Withdrawal Team -committee to work with departments (cosmetology and aviation) who currently have attendance requirements as well as programs (veterans) and determine how this process will work (I would suggest that a person from the registrar's office be on this committee as well) 6. Observation and Measurement and Reporting Team - work on the logistics for measurement and reporting 7. Policy and Procedure Team - craft the actual policy and determine the logistics for procedure (this group might also want to have a common individual on the census team and another on the professional development team) 	All	<p>Amanda asked the group if anyone had spoken to their contacts at the other community colleges about their attendance processes.</p> <ul style="list-style-type: none"> • Kristen Corbell discussed two previous phone calls that we had with CPCC. Kristen, Dr. Pitonzo, Dr. Proudfit, Lisa Koretoff and Arnessa Thompson were on those calls. CPCC has not been using Self-Service. They have their own version of Web Advisor. This was prior to Dr. Clarke's approval for this to be our QEP. • Wake Tech is going through organizational changes and is not able to meet with us at this time. • The committee discussed sending a survey to all 58 colleges to see if they are currently attendance taking institutions; if they were attendance taking and are moving away from it, why are they moving away? The survey will be sent to the CAO, Registrar, and the Director of Financial Aid at each institution. Once we find out which schools are currently attendance taking colleges, we can reach out to see if we can send a team to visit.

		<ul style="list-style-type: none"> • Some schools do administrative withdrawals only; some are attendance taking. LaTia Hairston was going to bring a handbook from another college for the committee to review. The committee agreed to add Cara High, Coordinator, Veterans, Military Assistance Programs, to the committee. Veteran students' attendance must be reported all semester. • Census – Kristen reported that Stanly CC handles census differently than we handle it. They only have one line. We need to find out the state requirement for census. Our interpretation may be more than what is required. Kristen will talk to her contact at Stanly to see if they have had any audit problems. Brad Spielman said that the feedback he has heard from faculty is, "If we can't do census right, how are we going to be an attendance taking institution?" Dr. Bennett will pull together another meeting of the census group. Census is an important point to get resolved. • Rich DePolt suggested that instead of having Arnessa talk to faculty when they come back from break, it might be better to edit the documentation on how to do census and work with small groups of faculty. This seems to be more effective as there are multiple steps. • Intelliboard needs to work before the semester starts.
<p>Student Learning Outcomes QEP</p> <ol style="list-style-type: none"> 1) Decrease the percentage of students on Unsatisfactory Student Academic Progress (USAP) 2) Increase the percentage of students attending 80% of the class. 3) Increase the percentage of new students to GTCC students persisting Fall to Fall. 4) Decrease the number of students have a progress report related to attendance concerns 5) Decrease the amount of Return to Title IV for the College 6) Increase the percentage of students attending 25% of the class and 50% of the class. 	<p>Kristen Corbell</p>	<p>Kristen said the group should select three or four goals.</p> <ul style="list-style-type: none"> • Number 7, 3, and 6 are nicely laid out student outcomes. <ul style="list-style-type: none"> ○ Number 6 – formative assessment. By the end of five years X% will attend 90% of the class. ○ 25% of the 50% threshold - medium grade for gateway class ○ 2% increase for the final grade • Financial aid is what drove mandatory attendance taking. • Decrease our default rates - Five years ago, they were very high but now "0" because of COVID. We would not have a benchmark until later.

<p>7) Increase course success</p> <p>8) Decrease the percentage of new to GTCC students earning 0 credits in their first term</p>		<ul style="list-style-type: none"> • When students attend 12 hours the equity gaps disappear – increase the number of students making 12 hours. <ul style="list-style-type: none"> ○ We have a very high percentage of students who do “0” credits in their first term. ○ We have a lot of data that will help us chose our equity goals. ○ Administrative withdrawal counts as earning “0”. • Brad - Threshold date – not attending/dropped – didn’t go on their attendance. This is looking at everyone who makes census. This is measure #8. Rich - #8 could count as a QEP itself. • Everyone should be in an ACA class in the first semester of every program. • Put students in certificates. • Rich - #2 – we don’t have a definition of attendance. Online – completing an assignment. F2F sitting in a seat. <ul style="list-style-type: none"> ○ What percentage of the assignments do they complete? ○ IR- What is the day of the last assignment they complete? ○ What does attendance mean? ○ Cara High deals with online for veterans. Some faculty keep their attendance policy the same as the veterans.
<p>Walk-ins</p>	<p>All</p>	<ul style="list-style-type: none"> • Dr. Bennett announced that Amanda has written a rough draft of the QEP. • Dr. Bennett reported that SACSCOC Vice President, Dr. Geoffrey Klien will visit campus on January 25 and 26, 2024. He plans to spend two hours with this committee on January 25th and one hour with this committee on January 26th. The schedule is not set yet, so please keep your schedule open for him.

		<ul style="list-style-type: none">• Debbie Kelton will send a meeting request to the Census group for the week following Thanksgiving.
Next Meeting		<ul style="list-style-type: none">• Census Meeting - 11/28/23 at 11:00 am in MCC 4900• QEP Meeting - 1/10/24 at 1:00 pm in MCC 2703