

## Monthly Meetings

Faculty \_\_\_\_\_ Instructional Council \_\_\_\_\_ Division Chairs \_\_\_\_\_

**Standing Committee** \_\_\_X\_\_\_ Insti. Effec. \_\_\_\_\_ Division Meeting \_\_\_\_\_

Proposal Writing \_\_\_\_\_ Freshman Composition Cluster \_\_\_\_\_

Date: Thursday, April 26th, 2021 at 11:00 am. on Zoom.

Convener: Dean Anthonia Adadevoh, Convener

Members Attended: Kerry Brackett, Mohit Anand, Carle Underwood, Miquelle Jones, Melvin Chappell, Patience Daniels, Yoruba Marshall, Courtney Sankey, Syed Raza, Misty McFadden, Marcedia Bolden, Shelja Anand, Xanthia Crook

### Main Issues of Business

Yoruba Marshall provided the meditation.

Miquelle Jones motioned for the March 2021 meeting minutes for adoption with amendments. Courtney Sankey second the motion. The committee approved the March 2021 meeting minutes with amendments.

Dean Anthonia Adadevoh wanted to discuss the QEP document, which is due by **January 2022**. The draft of the Executive Summary will be approved by both the Provost and the President.

The committee had breakout sessions to bring up ideas on how to approach each possible QEP topic, along with assessment methods.

Breakout Group 1 discussed:

- Standard rubrics for communication skills
- Standard test such as the EPE
- Advising for students during transition year-to-year

Breakout Group 2 discussed:

- Common syllabi for courses
- Bridge program between EN100, EN101, and EN102
- Tutoring program for students

Breakout Group 3 discussed:

- Standard assessment methods for Speech
- The EPE test with EN102
- Plagiarism
- Advising: choosing a major earlier than sophomore year

- 24 Hr tutoring with one-on-one sessions, instant feedback
- Taking 15 credit hours

Misty McFadden asked what had happened with using Tutor.com with our students.

Yoruba Marshall answered that Tutor.com has not been used in the past 3 years.

Miquelle Jones stated that the syllabi should be revamped to match the learning outcomes.

Dean Adadevoh stated that the freshmen/sophomore advisors and the major advisors should be working together to help our students. Years ago, there was a Major Fair where students could learn more information about each major.

Courtney Sankey stated that the Major Fair was hosted by the Advising Center. There will be an event during orientation this upcoming year where students can visit each major.

Misty McFadden advised leaving the opportunity for title suggestions to the faculty/staff. The End of Year conference would be a great time to do it.

Dean Adadevoh adjourned the meeting.