

## QEP COMMITTEE MEETING MINUTES

Meeting: December 15, 2021 at 11:05 am

Location: Virtually – Zoom

<u>Members Present:</u>	Patience S. Daniels	Dr. Dimple Martin
	Dr. Mohit Anand	Yoruba Butler
	Christopher Robertson	Miquelle Jones
	Misty McFadden	Kerry Brackett
	Shelja Anand	Tenir Gumbs
	Melvin Chappell	Courtney Sankey
	Carle Underwood	Dr. Syed Raza
	Marcedia Bolden	Dr. Anthonia Adadevoh

The Committee followed the Agenda as printed – Appendix A

- Words of Encouragement were provided by Miquelle Jones
- Quality Enhance Plan Policy Statement – Appendix B
  - Patience Daniels
- QEP Evaluation Framework – Appendix C
  - Dr. Mohit Anand
- Assessment Citations – Appendix D
  - Dr. Dimple Martin
- January 2022 Expectations
  - Dr. Mohit Anand
    - Measurable Outcomes Created from the Focal Needs of Students
      - 1. Written Communication Skills (Student Learning Outcome)
        - Assessments Tools:
          - Pre and Post Standardized Test (EPE)
          - Writing a paper in the first year English class (using a rubric)
      - 2. Oral Communication Skills (Student Learning Outcome)
        - Assessment Tools:
          - Pre and Post Standardized Test
          - Giving an oral presentation in first year class (using a rubric)
      - 3. Advising (Student Success)
        - Assessment Tools:
          - Student satisfaction survey for advising learning outcomes
          - Persistence rates and GPA
    - There needs to be two measurable outcomes for each: formative and summative
    - \*\*Send ideas to the Co-Chairs (Dr. Martin, Dr. Anand, and Mrs. Daniels) and Misty McFadden\*\*
- Subcommittee Reports.
  - Faculty Development – Tenir Gumbs (Subcommittee Co-Chair)
    - Meeting was held December 13, 2021
    - Named committee members
    - Discussed:
      - Early trainings – specifically Grades First
      - Advising Through Retention

- Division training for new faculty (per cluster)
  - Faculty – Peer Mentorship
  - Faculty Advising and Major Advising training/meeting
  - Student training on following the paradigm
  - Student orientation for online students
  - \*\* Ms. Bolden to assist with training with HERF funds\*\*
- Logo & Marketing – Carle Underwood (Subcommittee Co-Chair)
  - Discussed:
    - Budgeting and pricing for 2023-2028.
    - Items needed: tablecloths, backdrops, banners, yard signs, balloons, and swag items
    - Social Media Day – Report from student
      - Thursday is the busiest day on social media
    - Swag Items Poll
      - Top 5 Items: t-shirt, airpod case, towel, crocs, and bookbag
    - Shared QEP Logo sketches
- Writing – Miquelle Jones (Subcommittee Co-Chair)
  - Meeting was held December 14, 2021
  - Discussed:
    - Debriefed committee and shared handouts from QEP’s November Subcommittee Meeting
    - Shared information from SACSCOC that the Co-Chairs went over today
    - Explained roles as members of the subcommittee and how it relates to the evaluation framework
- Academic Advising – Yoruba Butler (Subcommittee Co-Chair)
  - Did not have a formal meeting this month due to the ongoing pre-registration efforts.
  - Met with Dr. Anthony Green – Chair of Education – and the advisors in education.
  - Discussed:
    - Biology, Education, and Music majors are sent directly to their major advisors as soon as they step on campus
    - Mr. M. Chappell shared a document from the University of North Alabama regarding advising.
      - Ch. 1 Advising in Higher Education
      - Ch. 2. Advising Freshman
      - Ch. 3. Advising for Academic Success
        - Advising different populations
        - Academic policies and procedures
        - Placement information
- Assessments – Misty McFadden (Subcommittee Co-Chair)
  - Initial meeting was held December 14, 2021.
  - Discussed:
    - Roles for researching summative and formative assessments for oral and written communication and academic advising
    - Questions within the subcommittee:
      - Out of the students who fail courses, how many come back the following year?
      - How many students retake the class and pass it?
    - Reviewed the outcomes

- One seems like a to-do list instead of an outcome.
- Questions within the subcommittee:
  - What does advising do?
  - What are their procedures and processes; specifically, to first and second year?
  - What services are provided to students; specifically, to first and second year?
- Questions for General Education within the subcommittee:
  - Grade distribution, how is the total grade weighted?
  - Which assignments had the highest failure rate? What was the failure rate?
  - In what area are the students failing?
- Next meeting is January 19, 2022
- Student Tutorial Support Services – Christopher Robertson (Subcommittee Co-Chair)
  - Discussed:
    - E-Tutoring Programs
      - Tutoring.com
      - Tutor.Me
      - Schooling
      - Quora
    - Tutoring Handbook
    - Tutoring Training Program (Faculty Development)
      - Can be done in-house or contracted (getting 3 quotes for contract)
    - Looking for retired English and Writing Teachers as tutors
    - Peer tutors
    - Tutorials – working with the different department heads
    - WAM – Writing Across Miles – needs to be reinstated
    - \*\*Suggestion from Dr. Martin – the library needs to stay open later so that the students will have access to the tutoring services.\*\*
- Writing & Oral Communication – Miquelle Jones (Subcommittee Co-Chair)
  - Meeting was held December 14, 2021
  - Discussed:
    - Debriefed committee and shared handouts from QEP’s November Subcommittee Meeting
    - Shared information from SACSCOC that the Co-Chairs went over today
    - Explained roles as members of the subcommittee and how it relates to the evaluation framework
    - Research different course designs
    - Research formal classroom assessments
    - Research developing a common rubric; specifically, the AACU Standard Rubric
- Implementation – Dr. Dimple Martin (QEP Director)
  - Discussed:
    - A meeting is being constructed between Dr. Adadevoh, the Co-Chairs, and Ms. D. Knighton – Chief Finance Officer – regarding the budget for the QEP.
    - Dr. Martin would like to add Marcedia Bolden to the meeting
- Due to time constraints the meeting was not debriefed.
- Meeting was adjourned at 12:27 pm
- The next meeting is scheduled for January 19, 2022 at 11:00 am, Virtually – Zoom.