

QEP COMMITTEE MEETING MINUTES

Meeting: November 17, 2021 at 11:01 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	Xanthia Crook
	Shelja Anand	Tenir Gumbs
	Melvin Chappell	Courtney Sankey
	Carle Underwood	Syed Raza

The Committee followed the Agenda as printed – Appendix A

- Words of Encouragement
 - Chris Robertson
- Approval of October Minutes
 - Motioned by Yoruba Marshall
 - Seconded by Miquelle Jones
- Dr. Martin recommended that everyone get a binder or create a Google Workspace to keep up with artifacts.
- Dr. Martin discussed “50 Reasons Not to Change” – Appendix B
- Subcommittee Reports
 - Assessments – Misty McFadden (Subcommittee Co-Chair)
 - Initial meeting was held November 16, 2021.
 - Named committee members.
 - Committee will meet every Wednesday at 11:00 am, prior to the committee meeting.
 - Discussed:
 - What is the QEP?
 - The language of SACSCOC Standard 7.2.
 - The title, mission, and conceptual framework of our QEP.
 - Roles and Responsibilities of the subcommittee.
 - Data collection
 - Prior to the next meeting the committee is to research assessments, outcomes, and recommendations.
 - Faculty Development – Tenir Gumbs (Subcommittee Co-Chair)
 - Initial meeting was held November 15, 2021
 - Named committee members
 - Discussed:
 - Duties and purpose of the subcommittee
 - Faculty and student workshops related to the QEP
 - New Faculty Development Training including departmental training
 - Academic Advising Workshop for Student Retention
 - Concerns with academic advising – collaborate with general education advisors and the CAT center in an attempt to fix errors before going to a major advisor
 - Grades First – platform for advising
 - Students knowing their paradigm
 - Faculty mentors

- Tutorial Support – Christopher Robertson (Subcommittee Co-Chair)
 - Initial meeting was held November 11, 2021
 - Named committee members
 - Committee will meet every Thursday at 2:00 pm
 - Discussed:
 - Purpose of the committee and its direction
 - Tutorial Handbook – emailed to Dr. Martin
 - Tutoring and Tutorials for faculty and students
 - E-tutoring programs
 - Library will be opening soon and students will be able to use it for tutoring services
 - There is a need for more peer tutors
 - Hire retired English teachers (graduates of Miles) for tutoring. Funding?
 - Dr. Martin tasked this committee with finding 3 writing software tutorials that can be housed in the library, that can help with writing.
- Academic Advising – Yoruba Butler (Subcommittee Co-Chair)
 - Initial meeting was held November 12, 2021
 - Named committee members
 - Discussed:
 - Being transparent and providing members of the subcommittee a voice
 - Establishing a Google Workspace
 - Asked subcommittee about their experience and strong suits
 - Students understanding of financial aid, course load, and paradigm
 - Academic advisors in the CAT centers course load is 200+ students
 - Decision Day – students will celebrate declaring their major.
 - Will compare the pre-registration numbers at the next meeting
 - Researching intrusive advising, best practices, and student engagement
 - Dr. Martin challenged the committee to think about a faculty development on how to advise.
- Writing & Oral Communication – Miquelle Jones (Subcommittee Co-Chair)
 - Initial meeting was held November 16, 2021
 - Named committee members including an addition – Mrs. Patricia Wilson (Human Resources and Title IX Director)
 - Discussed:
 - Purpose of the QEP committee?
 - SACSCOC QEP Standard 7. 2, and what it means to the institution
 - Maintain, Sustain, and Retain (students)
 - Data of EN 101
 - Student Success Survey
 - Student activities tied to Student Learning Outcomes
 - The need for uniformity – online and traditional
 - Dr. Martin posed the following questions:
 - Common rubrics and assessments
 - The need for syllabi to be re-written, curriculum revamped, and course delivery evaluated.
- Marketing – Carle Underwood (Subcommittee Co-Chair)
 - Initial meeting was held November 16, 2021
 - Listed committee members – including two students (Freshman and Junior Communication Majors).

- Next subcommittee meeting is December 1, 2021
 - Discussed:
 - Partnerships with Tracy Hardy – 94.9 Radio Station – and Mrs. Lyons (Printing)
 - Want to reach each student and ensure they understand the QEP topic
 - How can we start marketing out QEP?
 - Sidewalk Chalk Murals – stepping stones (draw it and fill in the information)
 - Place them in high traffic areas – Pearson, French Center, LRC, and residence halls
 - Newsletter on Instagram
 - QEP Tuesdays or every 3rd Thursday
 - Researching to see what day would be best based on view history
 - Backpacks filled with Swag – pens, pencils, water bottles, key chains, shirts, journals
 - Zumba: Taking the Right Steps
 - Website
 - Spotlight Assignments
 - Carle Underwood is to provide and itemized list to Dr. Martin for funding.
 - Writing – Miquelle Jones (Subcommittee Co-Chair)
 - Initial meeting was held November 16, 2021
 - Named committee members
 - Discussed:
 - Duties and responsibilities
 - Ensuring everything is good regarding SACSCOC and guidelines
 - Implementation – Patience Daniels (QEP Committee Co-Chair)
 - Initial meeting was held November 16, 2021
 - Named committee members
 - Discussed:
 - What needs to be done, who is responsible, and the timeline.
 - Choosing layout for implementation timeline and table of contents
 - Research 4 institutions – Polk State College, Brazosport College, Dillard University, and Alabama State University.
 - Creating a Google Workspace
- Meeting was debriefed by Xanthia Crook
 - Meeting was adjourned at 12:25 pm
 - The next meeting is scheduled for December 15, 2021 at 11:00 am, Virtually – Zoom.