

QEP COMMITTEE MEETING MINUTES

Meeting: January 26, 2022

Location: Virtually – Zoom

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

- Words of Encouragement
 - Mr. Melvin Chappell
- Review of the QEP Committee Meeting Minutes – December 2021
 - Patience Daniels
- Short List of Assessment Tools
 - Dr. Mohit Anand
 - Written Communication Skills
 - EPE (pre and post test)
 - Writing assignment within the first year using a standardized rubric
 - Oral Communication Skills
 - Pre and Post test for oral communication skills – Appendix B
 - Oral presentation within the first year using a standardized rubric
 - Advising
 - What model are we currently using?
 - Grades First
 - The next steps involve choosing achievement targets and implementation.
- Assessment Tool Discussion
 - Misty McFadden
 - Written Communication Skills, Oral Communication Skills, and Advising – Appendix A
- Open Discussion – Assessment Tools
 - Yoruba Butler – LASSI, Acuplacer
 - Misty McFadden – TABE
 - Dr. Dimple Martin – ETS
 - Dr. Syed Raza – the EPE is a final outcome. Need to ensure that the outcomes are available in the classroom.
 - Courtney Sankey- EPE was a pre-requisite to EN 102, many students were failing, so they removed the pre-requisite and made it a graduation requirement.
 - Misty McFadden – Grades First can be used for advising, early alert (at risk students)
- Debrief
 - Dr. Mohit Anand
 - Please send recommendations of assessment tools to Dr. Anand, Dr. Martin, Misty McFadden, and Patience Daniels by the close of business on February 2, 2022.
- Remarks
 - Dr. Dimple Martin
- Meeting Adjourned at 12:00 pm