

Monthly Meetings

Faculty _____ Instructional Council _____ Division Chairs _____

Standing Committee _____ **QEP** _____ Insti. Effec. _____ Division Meeting _____

Proposal Writing _____ Freshman Composition Cluster _____

Date: Friday, **August 27th**, 2021 at 1:00 pm.

- Held virtually – on Zoom and was called to order at 1:05 pm.
- The following members were present:

Patience Daniels	C. Smith
Mohit Anand	Yoruba Butler
Melvin Chappell	Marcedia Bolden
Anthonia Adadevoh	C. Robertson
Xanthia Crook	Courtney Sankey
Syed Raza	Tenir Gumbs
Shelja Anand	
- The minutes from the previous minutes were read and approved by Melvin Chappell and seconded by Shelja Anand.
- Mohit Anand opened the discussion on inclusion/exclusion of digital skills. The committee decided to use oral/written communication skills and advising as QEP outcomes.
- At the next meeting, committee members will be assigned to respective areas.
- Next Steps:
 - ✓ Executive Summary
 - ✓ Literature Review and Best Practices
 - ✓ Assessment tools – QEP outcomes
 - ✓ Encourage Faculty to Google and do research
- Q/A, Discussion, and Suggestions

- ✓ Tenir Gumbs – implementation of smart thinking and introduction to grammarly
- ✓ Dr. Adadevoh – library orientation
- ✓ C. Robertson – we are doing a good job on keeping the students we have, and are providing them a good foundation
- ✓ Dr. Adadevoh – we still need a QEP name. The last one was **DEAR**.
 - Current suggestion: Stepping Stones to Success, Foundation to Focus, We Want You Here, Bridging the Gap, Don't Quit
 - We will vote on a title at the next faculty meeting.
- Dr. Adadevoh spoke with the people at Smart Thinking. It can provide data if the student is doing better by attending the tutorials. She is also going to speak with Academic Affairs, Provost, and Chairs to see if it would be beneficial for our students. It is available 24 hours, students can make an appointment, have one-one sessions, and they also take walk-ins.
- Next Steps – Semester 1: Fall 2023
 - ✓ Brainstorming: What can we do to retain students?
 - Week 2 – Early alert and check-in (How are things? How is campus? How are things going in the classroom?)
 - Tutorials – Bear's Den, Blackboard, Email, Other Miles College systems
 - Oral Presentation – in every general education class
 - PowerPoint or Paper
 - Register for 15 hours per semester
 - Stay with the cohort
 - If the student fails the class, they need to retake it in the summer
 - Multiple choice test/checklist on student handbook (Do's and Don'ts)
 - EPE during first month of EN 101 (pre and post test)
 - ✓ Semester 2: Spring 2024
 - Same as above
 - Declare major
 - Get assigned to a major/academic advisor
 - Take standard oral communications test (pre and post test)
 - Public Speaking/Fundamentals of Speech

- ✓ Semester 3: Fall 2024
 - Same as above
 - Implement academic coaching/advising
 - Advisor/Faculty/Senior Seminar Presentation
 - Transition into major classes
- ✓ Semester 4: Spring 2025
 - Same as above
 - Information regarding internships
 - Handshake
 - Set up at the end of Sophomore year
- Yoruba Butler discussed Handshake. All students are encouraged to fill out job applications. There are over 1200 jobs/internships posted on the website.
- Mr. Robertson – Retention Director, states we need to revamp retention. Certain classes (such as math) are reasons that students leave. They also leave due to financial concerns and feeling lost (trying to find their way on campus). The quicker we can make contact with the students, the better. We need to ensure they are involved on campus.
- Dr. Adadevoh stated that some students drop out because of work schedules, and advisors need to help students with their schedules.
 - ✓ Some classes were extended because of attendance and hands on experiences
 - ✓ Some classes are offered on the weekend for those students with busy work schedules
 - ✓ Tenir Gumbs stated that Monday through Thursday classes help with student burnout
- Courtney Sankey discussed the campus maps that were used and provided to students. This helps keep them informed.
- Mohit Anand summarized the meeting
- Ms. Crook said the closing prayer.
- Dr. Adadevoh adjourned the meeting at 1:50 pm.