



Office of Institutional Research & Effectiveness

Miles College QEP

“Student Retention: Stepping Stones to Success”

Dr. Anthonia Adadevoh

Vice President, Institutional Research & Effectiveness & SACSCOC Liaison

Dr. Dimple J. Martin

Director, Quality Enhancement Plan (QEP)

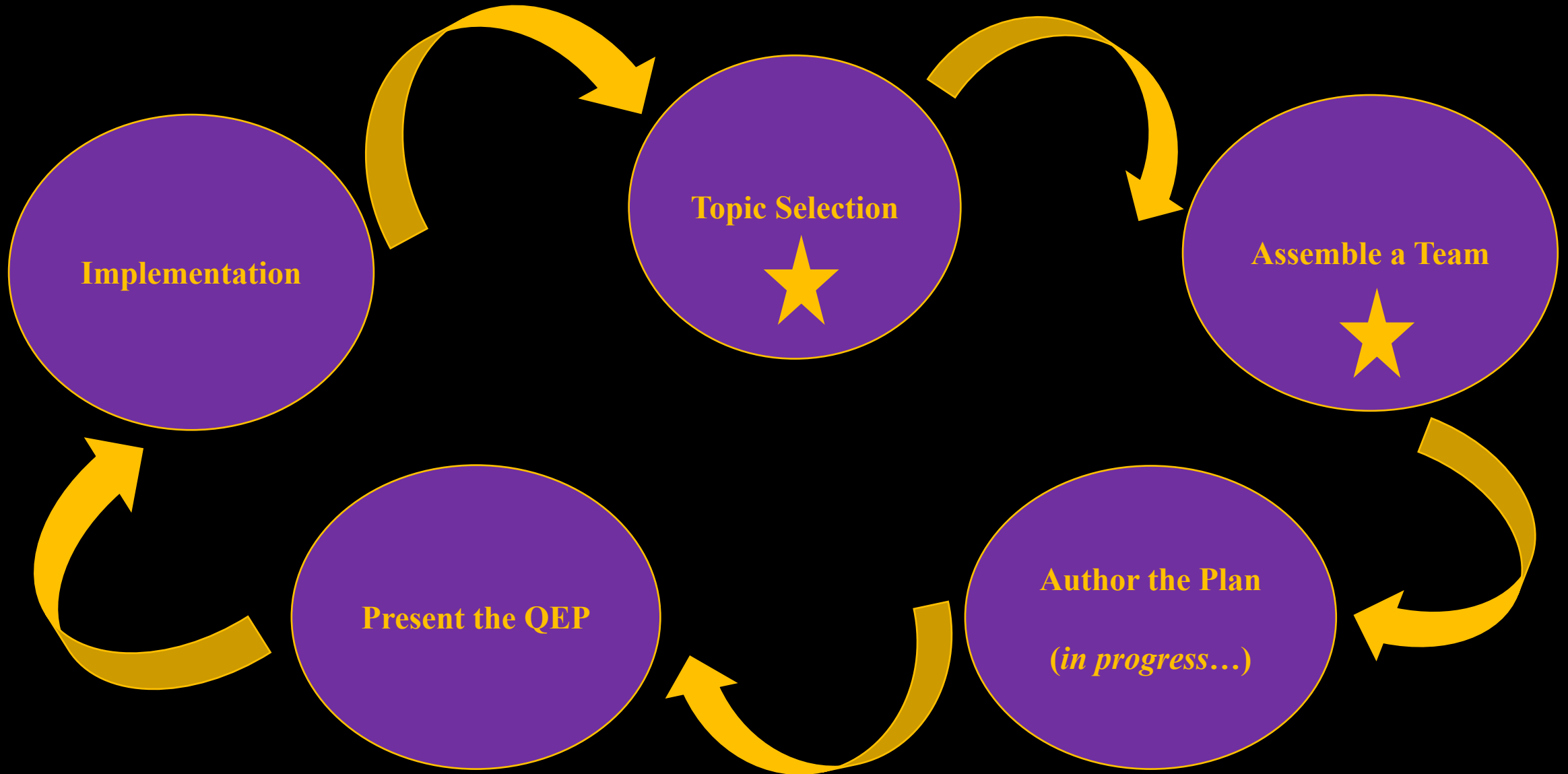


SACSCOC Standard 7.2



The institution has a Quality Enhancement Plan that (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes; (b) has broad-based support of institutional constituencies; (c) focuses on improving specific student learning outcomes and/or student success; (d) commits resources to initiate, implement, and complete the QEP; and (e) includes a plan to assess achievement.

The Life Cycle of a Quality Enhancement Plan (QEP)





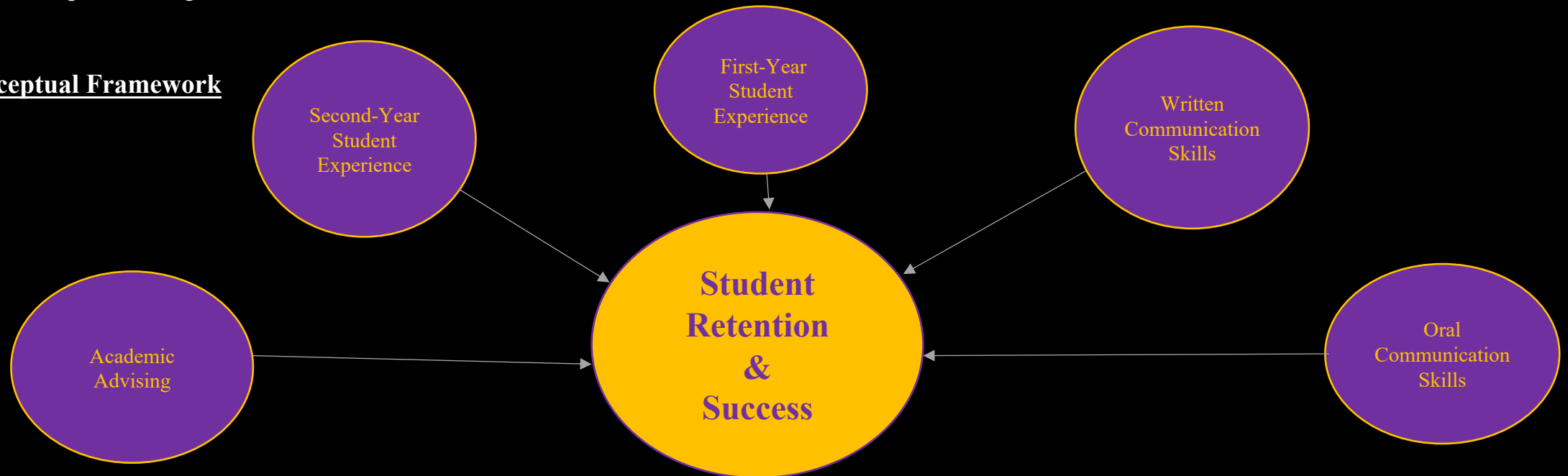
Office of Institutional Research & Effectiveness

“Student Retention: Stepping Stones to Success”

QEP Mission Statement

The QEP mission of Miles College is to create and implement an action plan that includes “stepping stones to success” embedded in the first four semesters that will lead to the retention and success of the first-time/first-year freshman cohort. These stepping stones would enable students to improve their written and oral communication skills, and will assist in providing students with the necessary academic advising, resources, and support services needed to accomplish their goals and achieve success.

QEP Conceptual Framework



“Student Retention: Stepping Stones to Success”

Areas of Focus: **The Data Revealed**



Measurable Outcomes: Students Learning and Success

1. Students learning outcome: (*Written Communication Skills*) Students will demonstrate improved knowledge of communication abilities by developing effective writing processes (EN100, EN 101, EN 102,)
2. Students learning outcome: (*Oral Communication Skills*) Students will demonstrate improved knowledge of communication abilities by developing effective oral communication process in various contexts (REA 100, SPE111)
3. Student success outcome: (*Advising*) Advisors/Success coaches will assist students to craft a coherent educational plan and help in choosing a major; make sure students take at least 30 credit hours in an academic year; monitors student’s persistence per semester.

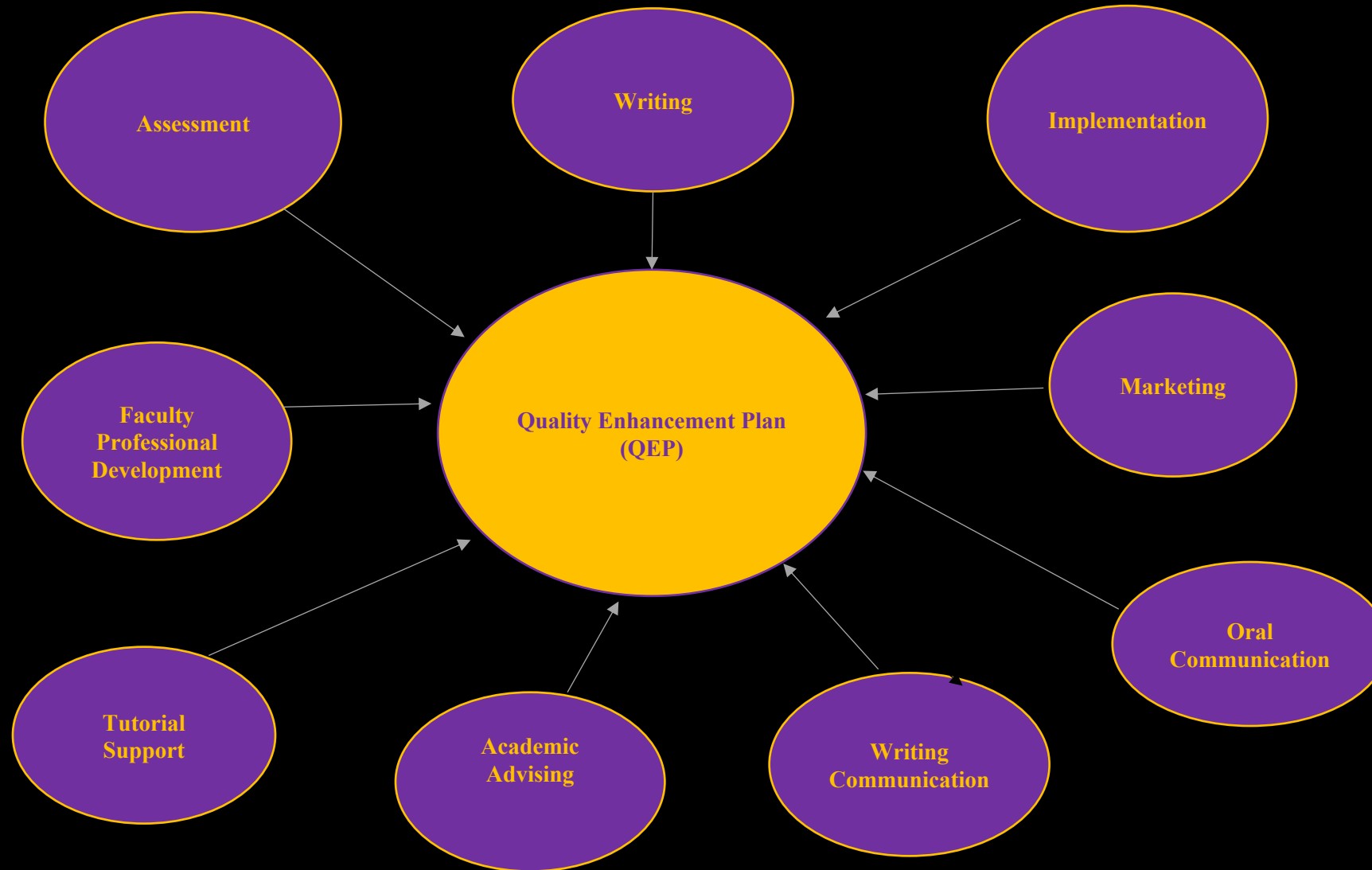
The data says, "We must change."

50 Reasons Not To Change



“Student Retention: Stepping Stones to Success”

QEP Subcommittees



Office of Institutional Research & Effectiveness

“Student Retention: Stepping Stones to Success”

QEP Work Sessions Calendar

(November 2021 – July 2022 = 8 months)

WHO?	WHEN?	WHERE?
QEP Chairs	Tuesday, November 16, 2020 @ 11am	Zoom
QEP Committee	Wednesday, November 17, 2021 @ 11am	Zoom
QEP Chairs	Tuesday, December 14, 2021 @ 11am	Zoom
QEP Committee	Wednesday, December 15, 2021 @ 11am	Zoom
QEP Chairs	Tuesday, January 25, 2022 @ 11am	Zoom
QEP Committee	Wednesday, January 26, 2022 @ 11am	Zoom
QEP Chairs	Tuesday, February 22, 2022 @ 11am	Zoom
QEP Committee	Wednesday, February 23, 2022 @ 11am	Zoom
QEP Chairs	Tuesday, March 29, 2022 @ 11am	Zoom
QEP Committee	Wednesday, March 30, 2022 @ 11am	Zoom
QEP Chairs	Tuesday, April 26, 2022 @ 11am	Zoom
QEP Committee	Wednesday, April 27, 2022 @ 11am	Zoom
QEP Chairs	Tuesday, May 17 & 24, 2022 @ 11am	Zoom
QEP Committee	Wednesday, May 18 & 25, 2022 @ 11am	Zoom
QEP Chairs	Tuesday, June 14 & 21, 2022 @ 11am	Zoom
QEP Committee	Wednesday, June 15 & 22, 2022 @ 11am	Zoom
QEP Chairs	Tuesday, July 12 & 19, 2022 @ 11am	Zoom
QEP Committee	Wednesday, July 13 & 20 @ 11am	Zoom
*First Draft Submission	March 30, 2022 @ 11am	Zoom



“Student Retention: Stepping Stones to Success”

QEP Subcommittees

(November 2021 – July 2022) = 8 months

Assessments Subcommittee	Title/Faculty
Misty McFadden, Co-chair	Office of Institutional Research & Effectiveness, Research Analyst
Dr. Alfonzo Hawkins	Assistant Professor, English
Gary (Buddy) Parker	Instructor, Communications
Dorrian Richardson	Success Coach/Academic Advisor
Dr. John Blumer	Assistant Professor, English
Dr. Syed Raza	Director, Faculty Online Education
Writing (QEP) Subcommittee	Title/Faculty
Miquelle Jones, Co-chair	Office of Institutional Research & Effectiveness, Policy Compliance & Instructor of English
Dr. Tamatha White	Assistant Professor, Business & Accounting
Dr. Felecia Cunningham	Assistant Professor, Environmental Science
Dr. Olivia Cook	Assistant Professor, Social & Behavioral Sciences
Logo/Marketing Subcommittee	Title/Faculty
Carle Underwood, Co-Chair	Director, Living Learning Communities
LaToya Kemp	Office of Institutional Research & Effectiveness, Administrative Assistant
Carla Brown	Office of Institutional Research & Effectiveness, Administrative Assistant
Shelja Anand	Office of Institutional Research & Effectiveness, Research Associate & Instructor
Brad Jenning	Director, Public Relations
Leon Moody	Director, Student Activities & Student Affairs
Amber Kemp	Student, Freshman
Makenzie Mowoe	Student, First Year
Tracy Hardy	Stakeholder, Radio, V94.9
Belinda Lions	Stakeholder, The UPS Store



QEP Subcommittees

Writing & Oral Communication Skills Subcommittee	Title/Faculty
Miquelle Jones, Co-chair	Office of Institutional Research & Effectiveness, Policy Compliance & Instructor
Tenir Gumbs	Instructor, Academic Foundations
Kerry Brackett	Senior TRIO Counselor & Instructor of English
L'Oreal Moore-Bridges	Instructor, English
JeLisa Tannahill	Instructor, Communications
Dr. Calvin Moore	Instructor, Early Childhood Education
Academic Advising Subcommittee	Title/Faculty
Yoruba Butler, Co-chair	Director, Student Success & Retention Services
Christopher Robertson	Director of Retention
Courtney Sankey	Director, Admissions & Recruitment
Melvin Chappell	Instructor, Natural Sciences & Mathematics
Dorrian Richardson	Success Coach/Academic Advisor
Chris Gillian	Success Coach/Academic Advisor
Anna McCormick	Success Coach/Academic Advisor (<i>Online Students</i>)
Anthony Sewell	Success Coach/Academic Advisor (<i>Student Athletes</i>)
Student Tutorial Support Services Subcommittee	Title/Faculty
Christopher Robertson, Co-chair	Director of Retention
Dr. Gloria Hayes	Dean, Academic Foundations
Xanthia Crook	Reference Librarian
Don Mosely	Director of TRIO
Ebonee Horn	Director of Career Services
Dr. Elizabeth Taylor	Assistant Professor, History
Brandiece Berry	Academic Coach, Metacognition Lab

QEP Subcommittees

Faculty Professional Development Subcommittee	Title/Faculty
Tenir Gumbs, Co-chair	Instructor, Academic Foundations
Dr. Osman Bannaga	Professor, Natural Sciences & Mathematics
Dr. John Blumer	Assistant Professor, English
Wendy Stewart	Instructor, Business and Accounting
Demetrius Newton	Instructor, Communications

Implementation Subcommittee	Title/Faculty
Dr. Dimple J. Martin, Chair	Director, Quality Enhancement Plan (QEP), Office of OIRE
Dr. Mohit Anand, Co-chair	Chair, Division of Business & Accounting
Patience Daniels, Co-chair	Instructor, Social & Behavioral Sciences
Dr. Anthonia Adadevoh	Vice President, Office of Institutional Research & Effectiveness
Diana W. Knighton	Vice President, Finance & Business Administration



“Student Retention: Stepping Stones to Success”



Office of Institutional Research & Effectiveness
“Student Retention: Stepping Stones to Success”

QEP Subcommittee Roles & Responsibilities



Assessment Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Review all QEP data
- Assist in creating and maintaining a culture of assessment around the QEP topic and student outcomes
- Motivate faculty and staff in all steps of the assessment process
- Develop an assessment plan to effectively assess QEP student learning outcomes
- Develop a plan for disseminating assessment results to promote continuous improvement
- Research both summative and formative assessments for writing communication skills, oral communication skills and academic advising to be used for the QEP

Writing (QEP) Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Collect from the Steering Committee all final section drafts submitted by the various subcommittees
- Undertake revision work as needed
- Assemble a final QEP document that is clear, precise, easy to read, and consistent in voice and style
- Ensure that the final QEP document adheres to all formatting specifications required by SACSCOC



Logo/Marketing Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Prepare QEP Newsletter
- Develop Promotional Materials
- Build brand identification for the selected QEP Topic (*“Student Retention: Stepping Stones to Success”*)
- Develop a plan to create awareness of the QEP for all campus constituents
- Create an attractive college website designed to both share and receive information about the QEP
- Submit the website design ideas to the QEP Steering Committee for approval



Writing & Oral Communication Skills Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Research course redesign
- Develop course modules
- Research best practices for teaching writing communication skills
- Research instructional resources
- Develop informal classroom assessments
- Develop common writing rubrics
- Develop in-class writing activities
- Revise course syllabi for EN101 and EN102 to ensure that it is addressing the student learning outcomes in the QEP
- Research best practices for teaching oral communication skills
- Research instructional resources
- Develop informal classroom assessments
- Develop common writing rubrics
- Develop in-class writing activities
- Revise course syllabi for Foundations of Speech 111 to ensure that it is addressing the student learning outcomes in the QEP



Academic Advising Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Research Developmental Advising Model
- Research “Intrusive Model” Advising
- Research Success Coaching
- Create advising strategies to implement
- Develop a comprehensive advising system that ensures all students receive timely and accurate guidance
- Design a multi-tiered advising system
- Revisit academic advising forms & checklists
- Research best practices training for academic advisors and mentors
- Align academic advising processes to the National Academic Advising Association (NACADA)



Student Tutorial Support Services Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Research e-Tutoring and programs
- Create a Tutoring Handbook
- Research formal training programs for tutors
- Create a tutoring cohort of retired English high school teachers and/or college professors



Faculty Professional Development Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Design student workshops that align with the QEP student learning outcomes
- Design faculty workshops that align with the QEP student learning outcomes
- Develop a QEP Faculty Professional Development Calendar
- Recommend professional development delivery options
- Recommend how to integrate a QEP component into the new employee on-boarding process



Implementation Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Identify and articulate resources needs (staffing, resources, equipment, etc.) associated with the QEP implementation
- Identify and articulate all ramifications of the QEP, including modification to policies and procedures, adjustments to faculty loads, reallocation of funds, development of support infrastructure
- Identify and articulate an administrative structure for the implementation and ongoing operation of the QEP
- Develop an implementation timeline that describes how the QEP will be rolled out in an orderly and manageable sequence



Office of Institutional Research & Effectiveness
“Student Retention: Stepping Stones to Success”

QEP Committee Meeting

AGENDA

Thursday, October 28, 2020 @ 11 a.m.
Zoom Video Conference

Words of Encouragement

- Volunteer

Opening Remarks

- Dr. Anthonia Adadevoh, Vice-President, OIRE & SACSCOC Liaison

QEP Work Session Calendar

- Patience Daniels, QEP, Co-chair

QEP Mission Statement/Conceptual Framework

- Dr. Mohit Anand, QEP, Co-chair

QEP Subcommittee Assignments

- Dr. Dimple J. Martin, QEP, Director
 - ✓ Assessment
 - ✓ Writing (QEP)
 - ✓ Implementation
 - ✓ Logo & Marketing
 - ✓ Writing Communication Skills
 - ✓ Oral Communication Skills
 - ✓ Academic Advising
 - ✓ Student Tutorial Support Services
 - ✓ Faculty Professional Development

Debrief



Office of Institutional Research & Effectiveness

"Student Retention: Stepping Stones to Success"

QEP Chairs' Meeting

AGENDA

Tuesday, November 16, 2021 @ 11:30am
Zoom Video Conference

Words of Encouragement

- Volunteer

QEP Subcommittee Progress Reports (6 minutes)

- Implementation

Google Workspace for QEP

- QEP Document
- Writing I, II, III, IV, V
- Folder for each Subcommittee: Agendas & Meeting Minutes

Debrief

Next Steps

- Tuesday, December 14, 2021

SACSCOC Standard 7.2

The institution has a Quality Enhancement Plan that (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes; (b) has broad-based support of institutional constituencies; (c) focuses on improving specific student learning outcomes and/or student success; (d) commits resources to initiate, implement, and complete the QEP; and (e) includes a plan to assess achievement.



Office of Institutional Research & Effectiveness

QEP Committee Meeting

AGENDA

Wednesday, November 17, 2021 @ 11 a.m.

Zoom Video Conference

Words of Encouragement

- Volunteer

Opening Remarks

- Dr. Anthonia Adadevoh, Vice-President, OIRE & SACSCOC Liaison

Approval of the Minutes

- QEP Committee Meeting- Thursday, October 28, 2021
- Volunteer

Change

- Dr. Dimple J. Martin, Director, QEP

QEP Subcommittee Progress Reports (6 minutES)

- Assessment (*Misty McFadden*)
- Faculty Professional Development (*Tenir Gumbs*)
- Tutorial Support Services (*Christopher Robertson*)
- Academic Advising (*Yoruba Butler*)
- Writing & Oral Communication (*Miquelle Jones*)
- Marketing (*Carle Underwood*)
- Writing (*Miquelle Jones*)
- Implementation (*Patience Daniels & Dr. Mohit Anand*)

Debrief

Next Steps

Wednesday, December 15, 2021



“Student Retention: Stepping Stones to Success”



Let's Go! 1, 2, 3... Team QEP!

“Student Retention: Stepping Stones to Success”