# **QEP Special Meeting**

Date: Monday - March 7, 2022, at 11:00 am

Location: Zoom

Purpose: QEP Assessments (Summative and Formative)

Members Present:

Dr. D. MartinDr. A. Adadevoh Misty McFaddenDr. M. AnandPatience Daniels

# **Discussion**

# • Advising

- Formative Survey for Advisor Satisfaction (NACADA)
- Effective and Efficient Stepping Stones Retention
  - Look at the way students are being advised
- Students must be enrolled in 15 per semester
  - 70% of students were enrolled in at least 15 hours each semester
- Summative At the end of the semester, information be obtained from Grades First to see how advising was done.
  - Grades First can be used for meetings, flagging at-risk students, sending messages, and advisor reports
- Advisors need training (Navigate)
- Check-in with students during the first two weeks of school.
- Send the survey to students during weeks 2, 5, 8, 12, and 16.
- Declare major at the end of Freshman year.
  - No later than the end of Sophomore year.

## • Written Communication

- o Formative Essay in class, with a valued rubric
  - Introductory Essay about themselves
  - Have to go to the Metacognition Lab a certain amount of hours per week
- Summative EPE/Accuplacer
  - Send results to English Professors (Ms. Dickerson saves comments from the essays)
- Courses to consider: EN 101, 102, and 201

## Oral Communication

- Formative Oral presentation in class with a valued rubric
- Summative Oral presentation in the Academic Success Center (with a 3<sup>rd</sup> party)
- o Courses to Consider: SP 111, EC 201, HU 201, and RE 211
- Meeting was adjourned at 12:32 pm.