

Minutes of Quality Enhancement Plan (QEP) Meeting  
Assessment and Evaluation Committee  
Thursday March 15, 2012  
11:00 a.m – Noon

**Members Present**

Dr. Calvin Brown  
Dr. Osman Bannaga  
Mr. Gary Bourgeois  
Mrs. Manisha Mishra  
Ms. Barbara Nunn  
Mrs. Genesis Player  
Dr. Patricia Wilson

Dr. Brown called the meeting to order and thanked everyone for being present at the meeting. He mentioned about the Compliance document being completed for SACS. He thanked Mrs. Player for her leadership in the QEP process.

Mrs. Player said that we need to add EN102 and HI102 for first year assessment of QEP since they are courses that students take within the first year.

Dr. Bannaga agreed with it too.

Dr. Brown said that the current assessment model is a three-dimensional model.

Mrs. Player said that the focus of QEP is first time full time students. 1<sup>st</sup> cohort class will be over the five years. She said that we can include staff into QEP through LASSI. Education Support Services staff will go to the classrooms to assess student learning needs. LASSI will ensure staff involvement. This will go along with our SLOs.

She also said that State Licensure Exams need to be removed as an assessment because students take that exam only after they graduate.

Dr. Brown said that after first year, we will be able to better identify what courses need to be included after we conduct professional development.

Mrs. Player said that we should identify 7 faculty members who would teach students and train them during summer. First, we have to look at how to change the mind-set and have a skeletal rubric and syllabus. These 7 faculty members will participate in our pilot program and others will be added on to include all the sections.

Dr. Brown asked if he could have a motion to pass the Assessment Tracking and Retention draft.

Dr. Bannaga started the motion and Dr. Wilson seconded that saying we should accept the draft after making the required changes like adding LASSI, adding the courses discussed earlier, and removing the State Licensure exam. The motion was accepted after the voting.

Mr. Bourgeois asked whether a narrative that goes with the draft was being prepared or not.

Dr. Brown mentioned that he was working on the draft after getting several inputs from the members. He also said that the deadline for the narrative is March 27, 2012. Budget, description of each part of the draft, and all that is included in the narrative. He said he was working on the framework for the draft, and the members could add/delete to that document.

Mrs. Player shared Florida A&M example.

Dr. Brown said that most of the assessments are done on campus already and we can tie that to our requirements. That way we will not incur too much cost. He said he was thinking about course embedded assessment, NSSE, FSSE, critical thinking.

Mrs. Player said that the College already has an assessment system in place. We need to add another layer to the Student Learning Outcomes through QEP.

Dr. Brown discussed the assessment and evaluation of SLOs matrix.

Mrs. Player mentioned that we should take out CIS and Physical Science courses from the cohort course.

Dr. Brown said that we will use the same learning outcome form as the PLOs for the assessment of the QEP learning outcomes. Common rubrics and common assignments will be used throughout the assessment process.

Mrs. Player said that pilot program will have one section of each course and we will develop common assignments for each course.

Ms. Nunn mentioned that we should have a common theme across the board (Like take a well-known person and work on all the aspects around him).

Mrs. Player said that a book fair is planned as a QEP activity the first week of April. We will have a QEP holding section in the Library.

Dr. Brown said that he will email the matrix to everyone.

Mrs. Player said that the seven courses selected will come together for a common QEP seminar.

The meeting was then adjourned.