



QEP Committee Meeting
February 8, 2018
11:00AM - 12:00PM
Media Room

MINUTES

Welcome & Agenda Review

Attendees:

Kelly Reed-Hirsch - Dean of Health Sciences,
QEP Chair
Dr. Adams - VP of Instruction
Don Clinton - VP of Student Affairs
Troy Caserta - VP of Financial Services
Teresa Brooks- Dean of Distance & Digital
Learning
Natalie Oswalt- Dean of Arts, Sciences &
Technology
Amy Calhoun, Professor - Chemistry
Roberta Collingsworth, Professor -
Mathematics
Lindsey Hibbard, Professor -
English/Preparatory Studies
Kelli Vicars, Admissions/Records Office
Coordinator

Not Present:

Michael Pace, Instructor - School of Energy
Cheri Lambert, Professor/Chair - Occupational
Therapy Assistant Program
Cancee Lester, Director of Shelby County
Operations
Reanna Hart, Recruiter/Advisor

The committee decided that 2 Student Representatives were needed. Faculty Advisors for Green Jackets and Phi Theta Kappa will select representatives to serve semester to semester. It was discussed that a shell in Canvas could be created to allow information to be transferred from student to student. Student Reps will be invited to attend all meetings.

Charge of Committee

Dr. Adams shared that the QEP Committee is responsible for formulating what the plan will be and the developing the process for assessment. The QEP must be written and ready for submission 6 weeks prior to the October 7, 2019 SACSCOC Site Visit. The committee will write the QEP narrative to include Student Learning Objectives (SLOs) and an Assessment Plan. The narrative will include the goals that our QEP will seek to achieve. Full implementation will begin in the 5th year. We will have opportunities to pilot test our selected strategies.

Communication for the committee will predominantly through Google Drive, Dean Reed-Hirsch will set that up and share it with committee. Dean Teresa Brooks offered to create a shell in Canvas; however after the meeting Dean Kelly Reed-Hirsch met with Ms. Tryphena Walker about using SPOL as the repository of official documents. Tryphena will present how to use SPOL at the next meeting. A representative from each sub-committee will be selected to have SPOL access.

QEP Topics & Survey Results

Dr. Adams shared that various topics were discussed by the Executive Council based on feedback received from faculty and various reports. Three topics were identified and further developed and discussed by the Deans and Directors Council. The selected QEP was announced at Spring Convocation and shared with the Panola Board of Trustees in January as well as the Board Retreat. Minutes from those minutes can be used to document the QEP selection process.

Teresa Brooks shared the results from the QEP 2020 Survey and the committee agreed that the correct topic was selected. Below are the response rates from 627 responses from faculty, students, and other Panola constituents:

- *Guidance Software System = 31%*
- *Paths to Success = 48%*
- *Reading Enhancement = 18%*

Dean Brooks shared that upon review of the comments, 52% had themes that linked back to Paths for Success. The committee agreed to review the comments and consider the themes as the QEP further is developed. Dean Reed-Hirsch suggested that if needed, focus groups could be conducted to drill down deeper and generate ideas.

Overview of QEP Process & Timeline

Dean Reed-Hirsch shared copies of a presentation that will be available in the shared Google Drive. The presentation reviewed: 1) What is a QEP (per SACSCOC), 2) Vision of the QEP, and 3) How the QEP should align with Panola College Vision, Mission and Strategic Plan. Mr. Don Clinton asked if it should instead align with the Institutional Goals, which drive the strategic plan. Dean Reed-Hirsch agreed that it should and indicated the presentation would be changed.

*She shared the “Paths to Success” QEP name was changed by the Deans and Directors Council to be more “catchy”: **Focused Route of Academics to Maximize Education and Employment (FRAME²)**.*

Dean Reed-Hirsch shared a proposed QEP Development Timeline, which will be updated to reflect feedback provided. Dr. Adams suggested that the QEP narrative be written along the way so that important details are not forgotten. The timeline will be extended to mid-July 2018, at which time the QEP will be sent to an external reviewer. QEP document revisions will be due in January 2019 and in February 2019 the QEP will be sent to the editor. The final QEP will be due August 27, 2019.

Mr. Caserta advised that we project into the future and consider any personnel that may be needed and notify him as soon as possible due to budgeting that will soon occur.

Selection of QEP Sub-Committees

Dean Reed-Hirsch shared the following Proposed QEP Sub-Committees: Student Learning Objectives (SLOs) and Assessment Planning, Implementation, Budget Development, Marketing, Tech Support, and Writing. Dean Brooks suggested combining SLOs and Assessment Planning submission. Marketing will be done by the QEP Promotional Committee lead by Jessica Pace. Tech Support will be provided by the IT department outside of QEP process. Dr. Adams suggested that we also include an External Review from a sister institution. Cynthia Ferrell’s name was mentioned as someone who should be able to assist.

Members were selected/suggested (for those not present) for the following committees:

SLO/Assessment Planning

- *Teresa Brooks*
- *Roberta Collingsworth*
- *Amy Calhoun*
- *Kelli Vicars*
- *Michael Pace >> will also be liaison to QEP Promotions Committee*

Implementation

- *Don Clinton*
- *Kelly Reed-Hirsch*
- *Dr. Adams*
- *Cheri Lambert*
- *Cancee Lester*
- *Reanna Hart*

Budget Development

- *Troy Castera*
- *Dr. Adams*
- *Kelly Reed-Hirsch*

Writing

- *Lindsay Hibbard*
- *Natalie Oswalt*

Dates for Future Meetings

Beginning March 1st, weekly QEP meetings will be held. Large group meetings will be every other week with sub-committees expected to meet in the alternate weeks. Large group meetings will be Thursdays from 11:00-12:00.

Discussion of Action Items

- *Dean Reed-Hirsch will create a shared Google Drive folder for QEP documents and add Troy Caserta to future meeting invites and send out meeting invites.*
- *SLO-Assessment Planning sub-committee will meet before March 1st meeting*

Recorder: Kelly Reed-Hirsch