

Quality Enhancement Plan Committee

Minutes of Meeting

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| CHAIRPERSON: Dwayne Ferguson | | |
| MEETING DATE: 4/18/19 | MEETING TIME: 2 p.m.-3 p.m. | MEETING PLACE: Room 209 Gullette |
| RECORDER: Dwayne Ferguson | | PREVIOUS MEETING: 1/30/19 |

OTHERS PRESENT

| P/N | Name and Title (list all members) | Name and Title (list others present) |
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| P | Dwayne Ferguson, Professor/Chair - Business, QEP Chair | Jessica Pace - Director of Institutional Advancement, QEP Promotion Committee Chair |
| N | Dr. Billy Adams - VP of Instruction | Paige Bussey - Secretary to the Dean of Arts, Sciences & Technology |
| P | Teresa Brooks - Dean of Distance & Digital Learning | Rebecca Courtney - College Store Manager |
| P | Don Clinton - VP of Student Services | Charlene Johnson - Educational Technology Coordinator & Webmaster |
| P | Roberta Collingsworth, Professor - Mathematics | Shay Joines – Library Public Services Assistant |
| P | Jeremy Dorman, Director of Admissions/ Registrar | Brian Naples – Professor, Government |
| N | Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program | Kelly Reed-Hirsch, Dean of Health Sciences |
| P | Cancee Lester, Director of Shelby County Operations | |
| N | Natalie Oswalt- Dean of Arts, Sciences & Technology | |
| P | Michael Pace, Instructor - School of Energy | |
| P | Tryphena Walker – Director of Institutional Planning (by email) | |

AGENDA

| Agenda Item | Action, Discussion, Information | Responsibility |
|-----------------------------------|---|-----------------|
| Approve Minutes from Last Meeting | Minutes available on QEP web page | |
| Old Business: | <ul style="list-style-type: none"> None | |
| New Business: | <ul style="list-style-type: none"> Revision of Learning Framework course <i>A Mind at Work</i> article Email LF instructors to collect IE data Collect Spring 2019 data from J Dorman Write the QEP report Hire a reviewer QEP promotion | Dwayne Ferguson |

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| Other: | | |
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MINUTES

| Key Discussion Points | Discussion |
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| Old Business: | None |
| New Business: | Mr. Ferguson opened the meeting at 2 p.m. thanking the members for attending. The QEP Promotional Committee also joined us since they were also having their meeting at 2 p.m. today. |
| Revising Learning Frameworks Course | Mr. Ferguson explained that he is in the middle of revising the Learning Framework course to reduce the number of assignments to be more in line with a 1-hour class. The course will now use the OER text <i>College Success</i> from the University of Minnesota. The chapters have been stripped from nearly 500 pages to 134 pages so students would need to read approximately 12 pages per chapter. The chapters have been adapted for Panola College so that the text tells about our campus, facilities, procedures, etc. The chapters are ADA compliant; graphics and tables now have ALT-text so the .pdf chapters can be read by Adobe Reader. He still needs to finish the quizzes, self-assessments, and assignments; the goal is to have it complete by May 10. Shay Joines has created a Know Your College video for the Library and Mr. Ferguson wants to create videos for areas on campus such as Student Success, Financial Aid, Academic Advising, etc. The videos would be included in appropriate modules in the LF course. |
| Review of article | <p>Tryphena Walker sent members of the Executive Council an article entitled <i>A Mind at Work: Maximizing the Relationship Between Mindset and Student Success</i>. The article looks at students who have a fixed mindset versus a growth mindset. Students who have a fixed mindset feel like they can't increase their intelligence in certain subjects and get derailed by any little setback causing them to withdraw, fail a class, or drop out of college altogether. The data that Mrs. Walker summarized showed that in pretty much every category, Panola College has similar data as the nation with regard to the following CCSSE questions:</p> <ul style="list-style-type: none"> • Do you have the potential to change your intelligence? • Do you have confidence in your abilities? • Do you think your college work is preparing you for future success? • Do you feel like an accepted member of your college community? <p>There were two questions Panola College students scored low, but again it matched the national data. The two questions were</p> <ul style="list-style-type: none"> • In Math, I can change my intelligence a lot. • I can do well on tests, even when they are difficult. <p>One of the ways the article suggests helping students to develop a <i>positive academic mindset</i> is through a college success course like Learning Framework. The chapters in the course tell students over and over that they can be successful in their classes and gives them tips for how to grow. Mr. Ferguson would like to put a survey similar to the CCSSE questions at the beginning of the LF course and maybe repeat it at the end so student can see how much they have progressed.</p> |
| Collect LF IE data | Mr. Ferguson will email the LF instructors teaching Spring 2019 next week and have them turn in IE data before they leave for the summer. Jeremy Dorman will be able to provide LF course grades/data at the end of the Spring 2019 semester. |

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| <p>Write the QEP report</p> <p>Reviewer</p> <p>Promotional team</p> | <p>Mr. Ferguson will start writing the QEP report at the end of the semester. Basically, he has created an outline, a shell of a report, and an instrument for tracking LF student data and success points. The LF course should be one of the best promotional tools we have on campus. In the course, students will be required to meet with an advisor and hopefully will feel confident enough to take another course in their field of study. Students who get off track during the semester can be refocused by their LF instructor or by an advisor/counselor.</p> <p>Dr. Adams is working on getting a reviewer from BBCC who has experience with this type of QEP report. The report should be finished by July 1 and sent off to the reviewer. That will give us a little time to clean it up before we submit it.</p> <p>Jessica Pace, Chair of the QEP Promotional Committee, gave the committee an overview of what they have planned for promoting the QEP when faculty and staff and students come back in August. After the meeting the QEP Promotional Committee met further to solidify plans for fall. The group plans to give away wrist bands, planners, and magnetic bookmarks with the Frame your future logo. Brian Naples and the team are working on signage and videos. They have Spirit Week planned just before the SACSCOC team visit with four days of events that coincide with what students are learning in the LF course (Motivation Monday, Time Management Tuesday, What Do You Want to Be Wednesday, and Treat Yourself Thursday). The team has a good plan for reminding faculty and staff and introducing students to the QEP.</p> <p>The meeting was adjourned at 3 p.m.</p> |
| <p>Committee Decisions:</p> | <ul style="list-style-type: none"> • Finish revising LF course by May 10. • Collect IE data from instructors. • Create database of LF student data. • Finish writing the report by July 1. • Have the report reviewed by an outside source; make changes where necessary. • Promotional team will continue executing their plan to promote the QEP. |
| <p>Other:</p> | <p>No date set for the next meeting.</p> |

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| <p>CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson</p> | <p>DATE: 4/18/19</p> | <p>NEXT MEETING: TBA</p> |
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