

Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 10/8/19	MEETING TIME: 5 p.m.	MEETING PLACE: Room 209 Gullette Technology Building
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 9/26/19

OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dwayne Ferguson, Professor/Chair - Business, QEP Chair	
P	Teresa Brooks - Dean of Distance & Digital Learning	
N	Don Clinton - VP of Student Services	
P	Roberta Collinsworth, Professor - Mathematics	
N	Jeremy Dorman, Director of Admissions/ Registrar	
N	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	
N	Cancee Lester, Director of Shelby County Operations	
N	Michael Pace, Instructor - School of Energy	
P	Dr. Billy Adams - VP of Instruction Ex-officio member	
P	Natalie Oswalt- Dean of Arts, Sciences & Technology Ex-officio member	
N	Tryphena Walker – Director of Institutional Planning Ex-officio	

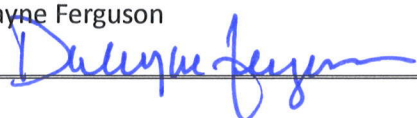
AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting		
Old Business:		
New Business:	<ul style="list-style-type: none"> Recommendations from SACSCOC on-site team 	QEP Committee
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	None
New Business:	The meeting was called to order at 5 p.m. by Dwayne Ferguson, chair of the QEP Committee.
Attendance	Five members of the QEP Committee were in attendance. Jeremy Dorman and Don Clinton are driving the SACS team and could not attend the meeting. Cheri Lambert had a family medical emergency. However, all members are being kept in the loop by email and phone call.
Purpose of the meeting	The purpose of today's meeting is to address recommendations expressed by members of the SACSCOC on-site team after the presentation of the QEP on Tuesday, October 8. The team basically had two suggestions for the QEP Committee:
	<ul style="list-style-type: none"> • Reduce the number of student learning outcomes. • Make sure the assignments that measure the outcomes have <u>concrete</u> answers.
	The QEP Committee reexamined the eight student learning outcomes listed in the QEP report and debated how reduction of the outcomes might be accomplished. Mrs. Brooks suggested that we drop out the outcomes that are being assessed through IE because they are being assessed in the IE process so that would be covered already. The group agreed that should be done. Dean Natalie Oswalt and Dwayne Ferguson suggested we should stick with the objectives that are given to us in the course description which is required by the state. The first sentence of the course description reads as follows:
	A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning; and application of learning strategies.
Revised student learning outcomes	The first three student learning outcomes are
	<ol style="list-style-type: none"> 1. Identify and describe theories of learning, cognition, and motivation. 2. Identify and describe factors that impact learning. 3. Demonstrate and apply the use of various learning strategies (e.g., goal setting, time management, organization, and note-taking strategies).
	The group agreed that these three outcomes are really all we need to be in compliance with the Texas Higher Education Coordinating Board's ACGM and for the QEP student learning outcomes as well.
	The Committee agreed that these will be the student learning outcomes for the QEP going forward.
Concrete measures of student learning outcomes	The Committee then examined the activities that are currently being used to measure the three outcomes.
	<ol style="list-style-type: none"> 1. The QEP will use the Preferred Learning Style activity to measure the first student learning outcome. The activity has the student read text, watch a video, and then answer four questions in a quiz. The questions in the quiz were revised so that all have concrete answers that the student will find in the text and/or video and can easily be graded as correct or incorrect by the instructor. 2. The QEP will use the Active Listening activity to measure the second student learning outcome. In this activity, students read text, watch a video, and lists 5 active listening strategies they learned from the text and/or video that they will use during the semester. Again, the five strategies students list as answers have

<p>Submission of revisions to SACSCOC on-site team</p>	<p>concrete answers that can easily be assessed as correct or incorrect by the instructor.</p> <p>3. The QEP will use the Taking Notes activity to measure the third student learning outcome. In this activity, the student reads the text and watches at least one video that demonstrates four note-taking methods. The student is required to pick one of the techniques taught in the chapter and/or video and create notes for the text in Chapter 4, the chapter on note-taking. A rubric has been provided for the student and the instructor so that each knows how many points will be awarded for choosing a notetaking method given in the text/video, for following the format for using that type of notetaking method, for using relevant content from the chapter, and for submitting the notes. Each of the areas in the rubric can easily be evaluated by the instructor as correct or incorrect.</p> <p>The Committee agreed that each of the activities provides concrete measurement of the student learning outcomes as recommended by the SACSCOC on-site team.</p> <p>Members not in attendance have been contacted by email and phone and have approved this course of action for the QEP.</p> <p>Mr. Ferguson will create a document for the SACSCOC team that lists the revised student learning outcomes agreed upon by the committee and includes the corresponding activities that measure each outcome. In addition, the document will include revisions of student success measures which were discussed in the QEP presentation to the on-site team on Tuesday. Dr. Adams will provide the on-site team with a copy of that document along with these minutes on Wednesday, October 9.</p> <p>The meeting was adjourned at 6 p.m.</p>
<p>Committee Decisions:</p>	<ul style="list-style-type: none"> • Revise student learning outcomes • Provide SACSCOC on-site team with revisions and activities measuring success • Provide minutes of meeting to the on-site team
<p>Other:</p>	<p>No date set for the next meeting.</p>

<p>CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson</p> 	<p>DATE: 10/8/19</p>	<p>NEXT MEETING: TBA</p>
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