

## Quality Enhancement Plan Committee

### Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 9/26/19	MEETING TIME: 3 p.m.	MEETING PLACE: Room 209 Gullette Technology Building
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 8/15/19

#### OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dwayne Ferguson, Professor/Chair - Business, QEP Chair	Jason Cook – IT Services, Database Administrator/Programmer
P	Teresa Brooks - Dean of Distance & Digital Learning	Rebecca Morris - Learning Framework Professor
N	Don Clinton - VP of Student Services	Nathan Pinkston – Student/Learning Framework
P	Roberta Collinsworth, Professor - Mathematics	Rachel Powell – Student/Green Jackets
P	Jeremy Dorman, Director of Admissions/Registrar	
P	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	
P	Cancee Lester, Director of Shelby County Operations	
P	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:	<ul style="list-style-type: none"> <li>QEP presented to Board of Trustees on August 26</li> <li>On-site prep questions for QEP committee</li> </ul>	Dwayne Ferguson
New Business:	<ul style="list-style-type: none"> <li>Recognize student representatives from SGA and the LF class</li> <li>SACSCOC on-site team</li> </ul>	Dwayne Ferguson

	<ul style="list-style-type: none"> <li>• Review of QEP prep questions</li> <li>• Print and digital copies are ready for SACSCOC team</li> <li>• QEP on flash drive for committee</li> <li>• Finish on-site visit PPT</li> <li>• Assign parts for Q&amp;A at visit</li> </ul>	
Other:		

## MINUTES

Key Discussion Points	Discussion
Old Business:	QEP prep questions and answers for the on-site visit were emailed to all full-time and adjunct faculty and staff on September 23. In order to prepare for the on-site visit, Jessica Pace will conduct a contest for the week beginning September 30 where a prize patrol asks QEP questions of faculty and staff and they win a prize if they answer correctly. The questions and answers have been posted to the College's QEP web page by Texas Reardon so all PC constituents will be informed of the progress of the QEP.
New Business:	The meeting was called to order at 3 p.m. by Dwayne Ferguson, chair of the QEP Committee.
Minutes approved	Minutes from last meeting were approved with a motion from Jeremy Dorman and a second from Michael Pace.
Recognition of student representatives	Leading up to the meeting, Mr. Ferguson asked Jody Harris, Student Activities Director, if he would ask a student officer in the Student Government Association (SGA) to attend today's meeting. Rachel Powell from SGA and the Green Jackets is present at the meeting today. In addition, Mr. Ferguson asked Rebecca Morris to attend the meeting and bring students from her Learning Framework course; Nathan Pinkston was able to attend the meeting. Both Nathan and Rachel are currently in the Learning Framework course.
Review of QEP prep questions	The committee and guests were provided a copy of QEP On-Site Prep with Answers as a tool for preparing for the on-site visit.
Print and digital copies ready	Print and digital copies of the QEP have been mailed to the SACSCOC On-Site team. Extra copies are ready for the on-site and hotel work rooms.
Preparation of QEP Committee and constituents underway	The QEP committee has been provided a print copy of the QEP and a digital copy with links to document in the narrative. The entire QEP report and preparation documents are available on the College QEP website. Jessica Pace, chair of the QEP Promotional Committee, will be going around campus as a Prize Patrol next week to help faculty and students prepare for the on-site visit.
On-site evaluation process	Mr. Ferguson informed the group that Mr. Robert Alexander from Bossier Parish Community College would be the QEP Lead Evaluator on the on-site team. Dr. Billy Adams explained how the on-site visit would be scheduled with respect to the QEP. Everyone on the QEP Committee and QEP Promotional Committee will need to be available to meet with the on-site team at 1 p.m. on Tuesday, October 8 in the Ballroom. Mr. Ferguson will present the QEP and ask members of the committee to explain our QEP process.
Finish on-site visit PPT	The PowerPoint for the QEP presentation is almost finished. A copy will be emailed to QEP Committee and posted to the website early next week.

<p>Assign parts for Q&amp;A at visit</p>	<p>Ms. Hoover, chair of the on-site team, has requested that Mr. Ferguson present the QEP to the on-site committee having team members explain the QEP process. All committee members will participate in that meeting. Some areas that might be covered in detail include the following:</p> <p>Strategic planning meetings and process – Dr. Billy Adams</p> <p>Who was surveyed and how was the survey conducted? – Teresa Brooks</p> <p>How did we come up with the title FRAME<sup>2</sup> your future? – Natalie Oswald</p> <p>Describe the QEP Committee’s formation and function? – Kelly Reed-Hirsch</p> <p>Has the QEP had broad-based support and participation from PC constituents? – Don Clinton and Michael Pace</p> <p>Give some details about how you are teaching the Learning Framework course (teaching methods/self-assessments/written reflection/videos) and how students are responding to the curriculum – Rebecca Morris, Cancee Lester, and students</p> <p>Did we incorporate what we learned in literature into our first-year experience? – Everyone</p> <p>Since PC students struggle with math and test-taking, what are we doing to help these students in the LF course and on campus in general? – Roberta Collinsworth</p> <p>How are we going to intervene when students start to get off track? – Teresa Brooks (Dropout Detective) and Jeremy Dorman (First Alert Program)</p> <p>What are the student learning outcomes for the QEP? Where did they come from and how are they measured? – Rebecca Morris</p> <p>What are the student success outcomes for the QEP and how will they be measured? – Dwayne Ferguson</p> <p>What are some other initiatives going on at the college and in the state that help improve student success? – Dr. Billy Adams and Natalie Oswald</p> <p>How are the health sciences measuring outcomes for the QEP? – Cheri Lambert</p> <p>How will we collect data from instructors for the student learning outcomes? – Rebecca Morris and Cancee Lester</p> <p>How will we collect data for student success? – Dwayne Ferguson and Jason Cook</p> <p>Will the QEP itself be assessed in the IE process? – Roberta Collinsworth (anyone else on IE Assessment Committee)</p> <p>The meeting was adjourned at 4 p.m.</p>
<p>Committee Decisions:</p>	<ul style="list-style-type: none"> <li>• Committee members will attend the meeting at 1 p.m. on Tuesday, October 8 in the Ballroom prepared to present the College’s QEP and process to the SACSCOC on-site team.</li> </ul>
<p>Other:</p>	<p>No date set for the next meeting.</p>

<p>CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson</p> 	<p>DATE: 9/26/19</p>	<p>NEXT MEETING: TBA</p>
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