

# **QEP Committee**

Minutes

October 7, 2021

## **Opening**

The meeting of the QEP Committee was called to order at 1:00 pm, October 7, 2021 on WebEx by Chuck Griffin.

## **Present**

Chuck Griffin

Lynda Civils

Charmaine Smith

Brook Cathey

Karen Moody

Christine Harris

Kelli Johnson

Steve Mathews

Teresa Griffith

Valentina Holder

Guest: Dr. Thomas Gould, Vice-President of Academic Affairs and Student Services

Guest: Dr. Brian Miller, Vice-President of Planning and Research

## **Old Business**

Lynda reported that the QEP Team was on the agenda of the next two Faculty Senate meetings. We will update the senate on survey results as well as layout the QEP model in more detail.

## **New Business**

Chuck led a discussion on the logo and branding of the QEP. Sample logos from marketing were reviewed and discussed. An agreement was made to request additional logo designs from the marketing department. A marketing plan was discussed and how we could leverage the branding in the campus rollout in the spring.

Next, a discussion on possible QEP campus rollout events in the spring took place. Ideas such as a cook-out with QEP tent, Spring Fest, capacity café, town hall, and videos were discussed. Due to potential Covid implications it was agreed by the committee that we would do division level presentations in the spring along with a video explanation of the QEP to post on the web. Dr. Miller suggested we try to schedule these soon so we can document the dates. Dr. Gould confirmed that division rollouts were the best way to proceed.

Lynda Civils reviewed the faculty/staff and student survey results with the committee. The committee agreed that nothing shocking came out of the survey but that it confirmed and supported the need for faculty development pertaining to online course development and pedagogy, mandatory student Moodle training videos embedded in the course, increased communication and availability of faculty, more active learning, and best practices for all online courses.

The committee agreed to bring to the next meeting a ranking of their top choices for strategies to improve student success in online courses. We have already agreed that a modification and expansion of the COI program designed and led by Happy Gingras and a student training video on how to navigate Moodle and online course strategies will be included as our first two strategies. Other strategies may include online office hours, consistent location of syllabus, welcome video, course schedule with due dates, etc. in Moodle.

Chuck and Lynda are meeting next week to work on the rough draft of the QEP outline. From this we will begin filling in the work. Finalizing the outcomes and strategies and defining the cohort for our initial pilot phase to take place in the Spring.

### **Adjournment**

Meeting was adjourned at 2:11 pm by Chuck Griffin. and Lynda Civils. The next committee meeting will be in 2 weeks on October 21<sup>st</sup> .

Minutes submitted by Chuck Griffin