

# **QEP Committee**

Minutes  
April 6, 2021

## **Opening**

The meeting of the QEP Committee was called to order at 9:00 am, April 6, 2021 on WebEx by Chuck Griffin.

## **Present**

Chuck Griffin  
Lynda Civils  
Kelli Johnson  
Happy Gingras  
Tony Galardo  
Brian Miller  
Matt Amante  
Charmaine Smith  
Brook Cathey  
Teresa Griffith  
Ken Peel

## **Old Business**

Reviewed the QEP Presentation that Chuck and Lynda presented to the Policy/Program Committee of the Board. Reviewed past meetings and progress made by the committee.

## **New Business**

Chuck and Lynda led a discussion on the data results provided to the committee by Ms. Anna Jones, with Planning and Research. The difference between the success rates (students receiving a C or better in a course) of online classes vs. other methods of delivery, in particular traditional classroom setting was statistically significant. The high enrollment courses were reviewed in detail and the committee discussed the data results for several minutes. The committee agreed to move forward with our QEP topic of improving student success in online classes.

The discussion progressed into planning for our campus-wide survey. Ken Peel and Charmaine Smith set up a Microsoft Teams site for the committee to place files and works in progress. Ken agreed to start a rough draft of a student survey on online classes and Chuck agreed to offer a rough draft of the faculty/staff survey. Brian expressed the importance of framing the survey with either a video explanation or written paragraph about the Standard 7.2.

The committee agreed that we should include some sort of ranking of importance for certain best practices like: Instructor preparedness, student preparedness, online office hours, and technology. We will also include an open question seeking any suggestions to improve student success and retention in online classes.

The committee will place suggested questions on our teams' site and we will schedule a meeting with Jennifer to finalize the format. Chuck and Lynda will develop a QEP timeline for Dr. Miller's review and submit to Dr. Rouse and Gould for approval. This will also be posted on PCC's QEP page.

### **Adjournment**

Meeting was adjourned at 10:20 am by Chuck Griffin. and Lynda Civils. The next committee meeting will be announced.

Minutes submitted by: Chuck Griffin