

QEP Committee

Minutes
July 28, 2021

Opening

The meeting of the QEP Committee was called to order at 10:00 am, July 28, 2021 on WebEx by Chuck Griffin.

Present

Chuck Griffin
Lynda Civils
Happy Gingras
Brian Miller
Matt Amante
Brook Cathey
Ken Peel

Old Business

Lynda Civils provided an overview of the co-chairs meeting with Brian Miller, Dr. Gould, and Dr. Rouse on 7/14/21. Lynda presented the QEP rough draft model. A discussion ensued with positive feedback from both Dr. Rouse and Dr. Gould. The topic of budgetary needs was briefly discussed. A formal budget will be included in the report.

Chuck reported on the SACSCOC Summer Institute attended by several of the QEP members. He specifically mentioned the question of whether the QEP should be implemented prior to the on-site visit. The general consensus seems to be that at least a small pilot prior to the visit would be seen as a positive by the QEP evaluator but not required. The negative could be if you had to re-do your QEP.

New Business

The first order of business was to finalize the faculty/staff survey scheduled to take place September 13-28. This is the first survey slot of the new semester. After submitting the final draft to Jennifer Joyner, she will put into a Word document for our approval and then put in Survey Monkey format for our final approval. This must take place prior to September 1st in order to stay on the survey schedule.

Several changes were made to both the faculty/staff and student surveys. As soon as updated table is received from Anna Jones we will submit the survey to Jennifer.

Chuck shared the QEP steps slideshow to review our progress and to make sure the committee agrees on where we are and where we are going. Step 1 is complete and we are simultaneously working on steps 2, 3, and 4.

Lynda led our final point of business, defining the outcomes. Since our topic deals directly with student success and we have defined student success as those students achieving an A, B, or C in an online course that will constitute our major outcome. This data can be broken down by course, section, department, division, overall and many more ways. We will also have individual student outcomes based on instructors using active learning methods to overcome difficult concepts that students usually struggle on. Brooke and Lynda are working together to formally write these outcomes.

Chuck asked Ken Peel to review The EPIC e-learning video from Wake Tech. Ken will provide feedback at our next meeting.

Our August 8th meeting was cancelled due to faculty break.

Adjournment

Meeting was adjourned at 11:15 am by Chuck Griffin. and Lynda Civils. The next committee meeting will be in 4 weeks.

Minutes submitted by: Chuck Griffin