

QEP Committee

Minutes
August 25, 2021

Opening

The meeting of the QEP Committee was called to order at 10:00 am, August 25, 2021 on WebEx by Chuck Griffin.

Present

Chuck Griffin
Lynda Civils
Happy Gingras
Charmaine Smith
Ken Peel
Theresa Griffith

Old Business

Chuck opened the meeting by sharing the final draft of both the faculty/staff and student surveys through Survey Monkey. The surveys will be available from September 13-18. Once surveys close, we will seek assistance with quantifying data via software from research and planning.

New Business

Lynda suggested that we meet with the Faculty Senate and SGA again after the survey results are analyzed. The committee agreed.

The subject of potential proofreaders for the QEP report was discussed and we are going to reach out to the English department for suggestions/volunteers.

Happy Gingras updated us on the COI course development progress and the committee agreed that we need to push for a new position by the spring semester to assist with the course development as well as the QEP implementation and review process. Chuck suggested that Happy complete a job description so that we can include in any budget request moving forward. We may also need to include video training software or fees for the development of Moodle student training videos. The committee agreed that the position for Happy is critical to QEP success and needed as soon as possible.

Chuck reported that he had reached out to Leigh Russell to see if her staff could provide an annotated bibliography on improving student success in online classes. Leigh agreed and once

we receive the bibliography, we will split up the research among the committee members to evaluate for relevance and summarize for our lit review.

The committee agreed to survey all committee members for the best day and time to schedule our bi-weekly meetings since school is back in session for the fall semester.

Adjournment

Meeting was adjourned at 11:01 am by Chuck Griffin. and Lynda Civils. The next committee meeting will be in 2 weeks on a day and time TBD.

Minutes submitted by: Chuck Griffin