

QEP Committee

Minutes

October 21, 2021

Opening

The meeting of the QEP Committee was called to order at 1:00 pm, October 21, 2021 on WebEx by Chuck Griffin.

Present

Chuck Griffin
Lynda Civils
Charmaine Smith
Ken Peel
Happy Gingras
Teresa Griffith
Christine Harris
Karen Moody
Brook Cathey

Guest: Dr. Lawrence Rouse, President of Pitt Community College

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

Guest: Ms. Lori Preast, Assistant Vice-President, Academic Affairs

Old Business

Old and new logo design ideas were shared on screen and reviewed by the committee. The consensus was that while the committee could live with the latest iteration, no one was in love with it. Chuck stated that he would seek further changes from the marketing department and possibly reach out to our graphic design department as well. The idea of having graphic design students have a competition for the design was brought introduced by Lynda but time constraints may prevent this. Chuck agreed to investigate this.

The updated QEP development timeline was shared with the committee and reviewed by Mr. Griffin. We are on schedule and making progress towards completing the 2021 fall semester portion of the timeline although much work remains. The timeline was posted on our website.

New Business

Lynda Civils shared the rough draft of the QEP goals and sub-goals with the attendees. **The College has selected as a QEP topic to improve student success rates in Internet based (IN)**

courses (IN). This will be measured by assessing student success rates, defined as achieving a final course grade of C or better.

The goal of the QEP is to raise student success in online courses to match that of traditional, face-to-face courses (TR), or approximately 9%.

This figure was derived by comparing the TR success rate over the last 5 years of 77.74% versus the IN success rate over the same period of 68.48%.

To achieve our goal, we have established two sub goals. Sub goal #1 is to prepare students for online learning and sub goal #2 is to prepare faculty for online instruction. Action steps to achieve each of the sub goals were presented by Lynda and an in-depth discussion followed.

Dr. Miller and Dr. Rouse both expressed the importance of staying focused on the scope of the QEP.

Happy Gingras offered a PowerPoint presentation on the redesigned COI professional development training series that will be the primary method used for sub goal #2. She reviewed level 1 training, which would be mandatory for all new instructors. She stated that current faculty onboarding would be wrapped into level 1 training. She stated that employees that have previously completed COI or QM training would be fast tracked into level 2 training which is focused on design alignment and access.

Level 1 training should be ready to go by the end of summer 2022. Level 2 will be built in the summer of 2022 and piloted in the fall. Level 3 will be created last, but the goal is to have all of training modules ready by summer of 2023.

A discussion was held on the peer review process at each level of training. This is still in the design phase and will be worked out soon. Instead of pass/fail it was decided that we would use complete/in progress instead.

It was suggested by Happy that we could open Level 1 training to people even before they are hired. This could improve our adjunct pool tremendously. Dr. Rouse thought this was a great idea.

Dr. Rouse thanked us for all the hard work and the committee thanked him and Dr. Miller for all their support.

Next meeting will focus on developing sub-committees to address the growing list of work required to complete the QEP in a timely fashion.

Adjournment

Meeting was adjourned at 2:09 pm by Lynda Civils. The next committee meeting will be in 2 weeks on November 4th.

Minutes submitted by Chuck Griffin