

QEP Committee

Minutes

November 18, 2021

Opening

The meeting of the QEP Committee was called to order at 1:00 pm, November 18, 2021 on WebEx by Chuck Griffin.

Present

Chuck Griffin
Lynda Civils
Charmaine Smith
Ken Peel
Happy Gingras
Karen Moody
Brook Cathey
Kelli Johnston

Old Business

Ms. Civils provided an update on the logo/branding for the QEP topic. We have decided to hold a logo/branding design competition open to all current students campus wide. This will be announced in early January and all entries must be submitted by February 15th. The student who designs the winning logo will receive a \$250 cash prize.

Lynda reported to the committee that she has recruited someone to take over responsibility for the minutes. Ms. Tonya Leggett will be joining the committee when we return in the spring.

New Business

Chuck and Lynda announced that the 5 courses chosen for the 2023 spring pilot of the QEP project will be:

ECO 251
ENG 111
MAT 143
MUS 110
PSY 150

We will meet with the appropriate Deans to choose 5 sections of each course to be included in the pilot when we return for the 2022 spring semester.

These courses were chosen based on high enrollment, inclusion in a broad range of degree requirements, and classification as gateway courses.

Mr. Griffin and Ms. Civils reiterated that the QEP team would pre-brief all instructors prior to the term's beginning and de-brief after the term. This is what makes PCC's QEP topic unique, the dynamic approach to improving student success in online classes. We will consistently update our online courses, professional development, and student preparedness efforts after each semester, based on faculty and student feedback and data from the course sections participating in the QEP project.

The next item on the agenda was the assignment of various subcommittees to address critical tasks for the QEP.

The writing of the literature review was assigned to Ms. Charmaine Smith and Ms. Kelli Johnston. Chuck referred them to the Purdue online writing lab for literature review guidelines.

Writing up a narrative on the redesign of the COI course into a 3 stage professional development requirement for all adjunct and full-time faculty was assigned to Ms. Happy Gingras and Ms. Brook Cathey.

The history and outlook for distance learning and online course offerings at PCC was assigned to Mr. Matthew Amante and Mr. Tony Gallardo.

The QEP marketing plan was assigned to Ms. Karen Moody. Chuck let Ms. Moody know that he had spoken to the Marketing Coordinator, Ms. Mandy Bowers and that she is going to use the PCC marketing students to develop a QEP marketing plan as a project in January. Ms. Moody will do a presentation to the students on SACS and the QEP to prep the students for the project. This will be due on March 15th, 2022.

The students participating in the branding and logo design competition as well as the marketing plan further contributes to our broad based institutional support narrative.

Student Moodle training and student expectations video production committee will be assigned to Mr. Ken Peel. Lynda and Chuck will also be working directly with Ken on this important piece of the QEP. They will meet immediately after this meeting via WebEx.

Moodle start tab design was assigned to the co-chairs of the QEP committee, Lynda, and Chuck. This is not a template but a required location for certain information to provide uniformity for the students across campus. Items such as the syllabus, course schedule, instructor welcome video, office hours, etc. will all be located under the same tab or space TBD. This will also be piloted and adjusted as we receive feedback from both participating faculty and students.

Chuck stated that he would be in touch with Dr. Miller about some dashboard items on the QEP page as well as funds for editing the QEP.

A poll will be sent out once we return in January to establish the day and time for next semesters recurring meetings of the QEP Committee.

Chuck and Lynda thanked the committee for their hard work and wished everyone a Happy Thanksgiving.

Adjournment

Meeting was adjourned at 2:19 pm by Lynda Civils. The next committee meeting will in January 2022. Day and time TBD.

Minutes submitted by Chuck Griffin