

QEP Committee
Minutes
January 19th, 2022

Opening: Lynda called the QEP Committee to order at 1:00 pm, January 19th, 2022 via WebEx.

Attendees and Introductions:

Dr. Bryan Miller
Chuck Griffin
Lynda Civils
Happy Gingras
Kelli Johnston
Karen Moody
Charmaine Smith
Teresa Griffith
Valentina Holder
Tonya Leggett
Dr. Mike Hoefler
Dr. Lynne Crosby

Reflection from 1/18/2022: Lynda, Chuck and Dr. Miller provided reflection from meeting with Dr. Hoefler, SAC COC Liaison on January 18th, 2022 discussing the background and details of the model and budget for QEP. Suggestions were made regarding feedback to make changes to the document regarding detail and wording. The meeting was helpful in pinning the topic down; Improving student success in online courses. The QEP will have 2 tracks based on student and faculty preparation. We will use the 2 steps as a dynamic model, all participates will have input into this model over the next 5 years. The focus is on student success.

Today's meeting: (January 19th 2022) is to gain insight on what to expect for the onsite visit and for committee members to ask questions on what is expected during the onsite visit.

Synopsis on QEP: Topic, Improve student outcome in online courses. Narrowed the topic to strictly online courses. Assessing the A's, B's and C's and how we have defined success in those courses. Goal is to shrink the gap between online and face to face courses.

Each division will focus on what works best for their department(s). Happy is using Quality Matters and other best practices models to develop the foundational requirements. There will be basic requirements for everyone and flexibility for individual needs.

Happy: (Senior Director, Teaching and Learning) PCC will provide an inhouse trainings, e.g. Certified Online Instructor, to improve student outcomes by enhancing instructors' online courses using basic principles of Quality Matters. There will be 3 levels of training to show growth in proficiency.

Lynda: There is a student component Ken has put together for student trainings in Moodle (time management, how to complete activities within Moodle, upload assignments, create videos, etc.) From a past COI training there are noticeable improvements.

Dr. Hoefler explained what happens prior to, during and at the completion of the on-sight 3 day visit.

Often seen issues during the QEP review:

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- The QEP does not satisfy the 5 components of 7.2
- The QEP is a plan to plan
- Issue with the assessment plan, there is no good desired outcome or means to assessing
- Has this QEP come from assessment data and strategic planning at the institution.
- Is the Institution trying to develop a QEP that is too large and complex.

Concerns: IS there Institutional support, adequate budget to initiate and complete the QEP? Convince the committee you have support to run the QEP and do it well. Show a basic budget and the Institution is dedicated to implementing the QEP.

Dr. Hoefler: Positives about PCC's QEP: Singular focus, easy to assess, good strategies to accomplish, look at data and adjust as needed over time (QEP is a living document).

Exit interview: Onsite Committee will be present and QEP evaluator; additional attendees may attend, this is up to the Institution/President make the decision. **Examples:** President of the Institution and Vice President at present; as large as having an auditorium of people on campus.

- Recommendations are reported;
- No discussion is held on recommendations;
- QEP is up for discussion during the exit interview if there are questions of the findings (not recommendations) of the QEP.
- Must ask questions prior to the QEP Committee and Evaluator leaving campus; Once they leave there should be no contact with anyone on the committee until after the board decides on reaffirmation.
- You cannot confer with the Lead QEP Evaluator nor can the Evaluator be used as a QEP consultant to help develop the QEP.

Dr. Crosby: The Lead Evaluator

- Lead evaluator, make sure there is no conflict of interest.
- Start to work with the visiting committee on questions on topic, etc.
- Look at recent literature in the field, best practices, professional development, to get together a list of ideas and suggestions for the Institution.
- How to network with other institutions and other organizations, learn more about the topic, broaden ideas and benefit by looking at other Institutions to see if they are also working on the same or similar topic.
- Start to develop questions to discuss with the Committee when they are on campus, look at the plan and how they apply to the 5 components in 7.2.
- Come up with a list they would want to interview; faculty, staff and or students.

Thoughts on a report's findings:

- 7.2 may have a brief statement and then the Committee can write a summary of 3-5 pages addressing and summering the goals, SLOs, 5 components, strengths and potential challenges of QEP.
- Look at areas of considerations and suggest things like outside resources, professional development, etc.

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- How the topic came to be, talk about why the topic is important to the Institution and where you see it going.
- Data details and what portion of students are completing courses online.

Suggestions from Dr. Crosby as a QEP Evaluator:

- Why is this topic important to the institution?
- Where you see it going in the future?
- What portion of the students and class sections are taught in distance learning?
- Look at SCOPE, make sure the QEP is not too narrow; justify why this is an important topic for the institution.

Lynda asked Dr. Crosby about common pitfalls.

Dr. Crosby's suggested:

- Making sure the QEP is edited well, where it does not look like a draft. Make sure it is ready for the Committee; have multiple people proof the information to make sure it makes sense. The QEP should be a polished document and not a plan to plan. Have a plan for implementation where it is complete enough to start or having already started the plan.

Dr. Miller: Discussed the norm that has established since the Pandemic with online instruction. Students enrollment showing how and when they want to be taught. PCC working to adapt to the needs of the students using various methods of instruction. PCC is working to make an impact to help student and meet their needs moving forward.

Closing: Discussion on moving forward knowing the expectations of the 3-day onsite visit.

Adjourned: 3:05pm by Lynda Civils; next committee meeting TBD.