

QEP Committee
Minutes
March 30th, 2022

Opening: QEP Committee Meeting was called to order at 1:00 pm, March 30th, 2022 on WebEx by Chuck Griffin.

Attendees:

Lynda Civils
Chuck Griffin
Dr. Brian Miller
Ken Peel
Kelli Johnson
Valentina Sholder
Teresa Griffin
Brook Cathey
Charmaine Smith
Happy Gingars
Mandy Bowers
Tonya Leggett

Old Business:

- Reflected on ideas for promotional items to purchase to market QEP.
- Promoting QEP throughout campus. (Flyers, Presentation, Moodle, etc.)

New Business:

- Promotional item ideas e.g. travel mugs, mouse pads, t-shirts, pens, water bottles, tumblers, note pads, cork coasters, sticky notes, etc.
- Preparing a marketing budget
- Plan to prioritize informing students, staff, and faculty of the QEP
- 4/14 Introduce QEP at the Townhall Meeting
- Have a presentation at Convocation for staff and faculty; provide promotional items and t-shirts to faculty and staff
- Timelines for narrative, rough draft, summary and final QEP Brief.

Assignments:

- Chuck will work on a budget to purchase promotional items.
- Lynda, Chuck and Happy: Will meet and continued work on the QEP rough draft.
- Lynda will work on a PowerPoint to share with the QEP Committee
- All: Email Chuck with promotional give away ideas if there are additional ideas.

Next Meeting Agenda:

- Provide a sample QEP Presentations. The plan is to breakup Divisions into Departments and have committee members provide brief presentations to reach faculty and staff until Fall Convocation 2022.
- Lynda will gather presentation information, create a slide show and committee will discuss and review material to have one presentation to share with Divisions/Departments. Goal is to meet with all Departments prior to Convocation.
- Budget for promotional items to market QEP

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- Decision on promotional items to be purchased
- Update on the QEP rough draft
- PowerPoint to share with QEP Committee

Dates to note

- **4/13 Next QEP @ 1pm**
- **4/14 Introduce QEP during the Townhall Meeting @ 2pm**
- **4/15 Tentative date to order promotional items**
- **5/5 Policy Program Committee Meeting**
- **5/24 Chuck will present a 5-7-minute presentation to the Board discussing the QEP.**
- **6/15 final deadline for the QEP revisions**
- **8/1 QEP will be sent to the evaluating SAC Committee**
- **9/25 2022 SAC will be on campus**

Reports and Discussion:

Chuck: Reported meeting with Dr. Rouse and it was agreed the Townhall (4/14/2022) will be the start of marketing efforts for the QEP. Lynda will be heading up the efforts for the Townhall introduction of the QEP.

Following the Townhall the intentions are to meet with Divisions and provide a briefing on the QEP as well as distribute Flyers across campus.

Promotional marketing items promoting the QEP should be items to use at one's desk; e.g. mouse pads, pens, etc.

Discussed marketing in the immediate term and then order marketing items for Fall Convocation due to shortages and supply issues. Order by 4/15.

Discussed a need for student development, working with SGA and potentially do a video and or do a give away of marketing items to student if the budget allows.

Lynda: Discussed Townhall set for 4/14, present outcomes and summary of the QEP at the Townhall. Focus on identifying QEP outcomes and looking at strategies, faculty training, student training. Discuss Online Learning and this is what we are trying to accomplish as well as share the QEP Logo.

Big introduction of QEP at Fall 2022 Convocation and pass out marketing items to faculty and staff. Faculty and staff will receive promotional bags, including mouse pads, t-shirts and other promotional items.

Promote QEP with digital signage and communicate with Danielle to send out regular emails through the SGA with reminders of the QEP.

Chuck: We plan to use Sharmaine's idea for flyers. We should pair down the brief and integrate the QEP logo and provide a few bullet points about the QEP. Submit the information to Danielle to send out to students through the SGA. Put Posters up on Campus.

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Dr. Rouse will be getting back with Chuck to discuss a budget for promotional items.

Group Discussed the color choice of light Grey for PCC-QEP T-shirts in multiple sizes.

Chuck and Dr. Miller: # t-shirts and sizes. # of fulltime employees approximately 500. Ina or Dr. Rollinson may have the numbers needed for shirts and sizes.

Lynda: discussed coordinating having a ready fixed bag and then faculty choose a size on the way out.

Dr. Miller: Suggested small promotional items e.g. small baseball style penates with logo/school information.

QEP kickoff at the Townhall meeting on April 14th, 2022, pair down the QEP Brief sheet and post throughout the campus.

Schedule and facilitate mini presentation for divisions throughout Divisions.

Chuck: How are we going to inform students? Get Danielle to send out to students weekly; Also ask faculty to discuss the QEP with students or show the info-graphic to the students in class or via Moodle.

Reach out to Mr. Blount to have an interview discussing QEP in the Daily Reflector in the PCC Notes and then have the information also added to the PCC website in addition to the Logo.

Happy: Positions to help with QEP, do we have a timeline and job description?

Chuck reported no timeline, have a rough draft of a job description. Waiting on a formal budget approval and budget code, Dr. Rouse is currently working on this. Hope is to have someone in place for the QEP position by Spring 2023, they will be tracking data, be responsible for peer groups, etc.

Chuck/Happy discussed a continued planning process for positions so there is no delay so they can oversee and track. Positions may not be here in the development stage and only be part of the tracking stage. Happy it is planned but will not be ready for Summer but information will be ready to pilot Fall 2022. Have mini-pilot ready for Fall 2022 and be ready to start Pilot Spring 2023 with Level I training.

Put the info-graphic in Moodle, have online faculty to send out QEP information to students.

Have a briefing of the QEP in Fall 2022; Start Spring 2023 – Finalize level I training, track all data

Happy will be sending out guidelines via email including a 1-page document explaining the Department of Education information and guidelines approved by PLT. It is 1-page explaining and giving examples.

Lynda: Suggested opening the information on QEP in stages. Level I, etc. There is a 5-year plan and adjust the information as needed. There is an outline with focus points for each level. There should be a student training created prior to Aug. 2022 to provide to the on-site team.

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Lynda, Chuck and Happy: Establish and schedule writing days to complete the narrative within the next 2 weeks; then submit to the Editors in Dr. Rook's Department. Hire someone to put the document in a final PDF format that will work for online and printed format. Collaborate on a time and place to work on the QEP document.

Chuck: Plan to submit the rough draft document on June 1st no later than June 15th to Dr. Rouse and his staff to look over the document. Then the document will be returned to make final adjustments. Turned in Aug 1st is the final day to submit the QEP.

Dr. Miller: Would like focus on connecting with student to educate on the QEP. Chuck is on the Board's Meeting Agenda for a 5-7-minute presentation discussing the QEP on May 24th. The SGA President will also be at the Board meeting, she makes a report and Chuck could set up getting on a SGA Meeting Agenda to inform students.

Lynda: We have a broad measure, it is student success. We can break the information down by the course; which has been done so we have comparison. Happy has the COI improvement numbers. This can be broken down into Levels I-III over 5 years. Then we have the individual numbers. (An example was provided)

Chuck: Get on the agenda for the Board Meeting on May 24th. Prepare a 5-7 minute. Get with the SGA President to make a report to inform students.

Lynda: Discussed how we envision recording outcomes by collecting student #'s of success. Get with Happy for the COI improvement #'s.

Chuck: Define success; reflected on Dr. Hoffer's suggestion to keep things measurable but simple to gauge outcomes. Success by course, success by prefix. Use success ABC's – Count by the # of Departments, Divisions and their overall #'s.

Dr. Miller/Chuck/Lynda will plan a future meeting to discuss how to publish data with quantitative data and how to collect it; then look at the 5-year report and have qualitative information with reports of changes based on information and data to support the information.

Lynda will work on PowerPoint for the next meeting, that everyone will use in their various divisions/departments.

Chuck: Will estimate a list of promotional items with cost and information on preparing a budget for purchasing items.

Adjournment: Meeting was adjourned at 1:56 pm by Chuck Griffin. The next committee meeting 4/13.