

QEP Team and Committee Meeting Agenda

Thursday, May 25, 2019

Whiteside Hall Lecture Room

2:00-3:00 p.m.

1. Update on Orientation
2. Update on ATD data Team meeting
3. Update on Advising Manual
 - a. Updates collected from departments
 - i. CTE
 - ii. Health Sciences
 - iii. Academics
 - b. Final summary and forwarding to Dr. Brown
4. Discussion:
 - a. Benchmarks
 - b. Creating a rubric for measuring benchmarks
 - c. Faculty In-servicing/development
 - d. Time-line

Minutes from the QEP (April 25, 2019) meeting

The Quality Enhancement Plan (QEP) committee met in Whiteside Hall, Room 204 at 2:00 p.m.

Committee Members Present:

Tony Brooks, Co-Chair
Kaye Bennett
Lynda Elliot
Kimberly Hollins
Trina Cox
Mary Suggs
Dr. Tony Newson
Margaret Dixon

Mr. Tony Brooks facilitated the meeting. Mr. Brooks is still waiting on some updates to finalize the advising manual before sending it to Dr. Brown. Mr. Brooks also stated that the ATD team recommended a placement test for students 21 and over once it is approved. He also mentioned there should be a clear definition of what orientation is. It was suggested that orientation should be taken within the first 20 hours of a student's program/major. It was suggested that orientation class would be an 8-week class and also have some life skills in it. There are some 8-week course orientation classes already in place. There was a discrepancy about the course number for orientation. It should be looked at as well.

Mr. Brooks stated that our benchmarks should match the data. Mr. Brooks is requesting QEP team members to assist with training to other faculty and staff.

The next meeting will be on May 13, 2019 at 10:00 a.m. At the next meeting, we will know the winner of the QEP artwork/logo contest and have the benchmarks for our goals.

There were no further business.