

QEP Quality Enhancement Plan

Meeting Minutes
May 13, 2019
10:00 am

Committee Members Present:

Tony Brooks, Co-Chair

Chequita Dixon, member

Patrick Johnson, member

Trina Cox, member

Kaye Bennett, member

Mary Suggs, member

Tony Newson, member

Cynthia Williams-Roberson, acting secretary

Meeting

Mr. Brooks called the meeting to order at 10:00 a.m.

Discussions/Advising Plan:

- PDF Fillable Student Interaction Form

The form will be accessible via My CCC for advisors to complete as they meet with advisees.

- Contact List

Mr. Brooks created this list for the purpose of identifying whom a student sees for advising

- Trifold Advising Brochure/Map

Created to provide the process for advising; this will be helpful for advisor, current students, and new students.

- Placement
 - CTE uses the Accuplacer for placement.
 - Find out what academic uses for placement.
- What's already in place for advising in Jenzabar and out of Jenzabar?
 - Course Needs Sheet: provides advisors with the list of courses students have already taken and the courses the students still need to take. One problem is that the Course Needs Sheet does not show courses that were transferred in from another institution.
 - CCC Career Assessment Tool: Choices Planning; located on the Student Engagement Webpage.
 - Automated email in Jenzabar/My CCC
- Professional Advisors by way of current Counselors

Some deans and others Mr. Brooks discussed this idea with are reluctant because advising is just one of the several responsibilities campus counselors currently have. Who will pick up the other responsibilities
- Professional Development

Professional development will take place in the form of modules
- QEP and ATD

Dr. Newson presented *Holistic Student Supports Design* booklet for templates for orientation and advising (pgs. 35-41).
- For consideration
 - Orientation is required within the first 21 hours for all degree seeking students.
 - Advising is mandatory for all students (may be an exception to dual enrollment and students taking on one or two classes or students who do not plan to earn a degree from CCC)
 - What name/title will be used to identify faculty as advisors?
 - Talk to deans on a regular basis at different stages of implementation of the QEP.
 - Professional advisors can meet with students initially before referring to the appropriate program advisor.
 - Students should meet with advisors twice each semester. The meeting will be tracked in Jenzabar with the new Student Interaction Form.
 - Allow students to use their personal emails in addition to their institutionally assigned email.
 - Solidify the Advising and Orientation Plan first; then work out the kinks.

- Set up Orientation course in modules; do not offer online the first year.
- Students will create a project at the end of the Orientation course.
- Current Orientation Instructors: J. Mayo, Y. Morton, R. Hall
- Student reps needed to test the brochure/advising map
- Student ambassadors needed to assist in pilot Orientation course.

Discussions/Orientation Plan:

- Revitalize Orientation Classes (Pilot)
 - 8wk course
 - Meet twice a week
 - No textbook; just material for the course
 - Skills of focus: finances, registration, life skills success, CCC history, priorities
 - Identify facilitators for each area of discussion
 - Ask Mrs. Morton to teach the pilot course

Next Steps

- Mr. Brooks will share Student Interaction Form by the end of the week.
- Create brochure/advising map.
- Seek deans' approval of implementations.
- Determine at what point students need to see an advisor.
- Ms. Duncan will meet with Dr. Brown this week to discuss revitalizing the Orientation course.
- Set a curriculum for the Orientation course.
- Ms. Duncan will meet with the curriculum committee before May 21, 2019.

Meeting adjourned at 11:16 am.