

Monday, March 30, 2020

Minutes of QEP Professional Development Meeting

Present in Zoom Video Chat Meeting: Paul Peniccia, Tony Brooks, Loria Gardner, and Glynda Duncan.

Meeting called to order at 2:06 p.m. The objective of the meeting was to schedule when and how to conduct professional development training for the QEP Advisement Plan for CCC faculty and staff.

Tony Brooks reported that the Canvas course on the QEP advisement, orientation, and early alert systems training has been available online to faculty who were invited to take the course and receive a certificate which could possibly receive CEU units for the training.

Approximately 40 percent of faculty have completed the Canvas Course. Another announcement or invitation was decided to be distributed again to the remaining faculty with the power of the divisional deans and the president to insure that faculty complete the training.

Paul Peniccia will send out email invitations for faculty to attend one of two Zoom video training on the Advisement Plan for either Wednesday or Thursday, April 8-9. A second training date will be announced soon.

Loria Gardner, Enrollment Manager, says she is working on a week of advisement and registration for Fall 2020 tentatively for week 3 in April. The professional development training on advisement must be completed before the advisement week is administered.

Gardner will email an advisement week schedule on Tuesday, March 31, to everyone on this committee as well as Academic Dean Dr. Rolonda Brown for approval.

Peniccia will then send out email invitations to faculty and staff on Wednesday, April 1, with the support of all three divisional deans and Dr. Towner to complete this Zoom Video QEP training so as to be prepared for the upcoming Advisement Week.

Glynda Duncan suggested and all agreed that future professional development for adjuncts needs to take place to prepare adjuncts for advising and prepare them to know the QEP Advisement Plan for the upcoming SACS-COC onsite visit.

A second Zoom Video Training session is required and will be announced after next week's training sessions have been completed.

Written minutes prepared and submitted by Glynda Duncan, QEP Director. A video transcript of this meeting is also available through Technologist Paul Peniccia.