

**QEP Design/Implementation Sub Committee Meeting  
Minutes**

**March 10, 2022, 12:31pm, Thursday, via Zoom**

1) Call to Order

Dr. Bonnie Banks started the meeting with an icebreaker using a poll from Trivia Genius.

2) Approval of Agenda

A motion was brought forth by Dr. Pamela Arrington to accept the meeting's agenda. It was seconded by Dr. Elizabeth Ford and Ms. Kiietti Walker-Parker. The motion passed unanimously.

3) Approval of Minutes of Last Meeting

There were no minutes, only notes. Minutes will be approved for this meeting at the next meeting.

4) Unfinished Business

a. Work(ing) Group Reports

The consensus from the committee was use of the phrase "working group instead of "work group". Dr. Banks asked for updates as follows:

- Table of Contents (TOC) – Ms. Kiietti Walker-Parker and Ms. Judith Hayes – Nothing new to report.
- AAMU Historical Background – Dr. Stone is not present due to pending obligations.
- Literature Review – Dr. Banks presented AAMU's last QEP as a format example for the QEP.
- Organizational Structure – Dr. Banks presented showed the current QEP structure.
- Appendices – Dr. Massey – Not present due to pending obligations.

5) New Business

- Theme or Working Title – (For example "Using the Basics to Enhance CT", "Enhancing CT through communication, etc.).
- Dr. Banks presented themes/working titles from the previous QEP. She explained that the title can be modified as progress is made. Several titles were used: "Using the Basics to Enhance CT," "Enhancing CT through Communication," etc. Think of how we can proceed using a theme to work around.
- Numerous ideas were presented. Some included:
  - Engaging Staff, Faculty, and Students in High Quality Advising Experiences
  - Advising to Advance Student Success
  - Advancing Student Success
  - See chat...

- Dr. Banks reminded us repeatedly to remember that our goals/outcomes must be measurable and capable of being assessed, so it would be best to narrow our focus tremendously because it will impact our efforts and resources.

AAMU'S Last QEP - Dr. Banks shared the draft outline from the 2014 QEP and suggested use of this format until content is entered. The format can be changed later.

- Executive Summary – Written after the document is complete
- QEP at a Glance – (Summary – detailed)
  - i. Focus/topic
  - ii. Goals and student learning outcomes (SLOs) or success outcomes (SOs) instead?
  - iii. Implementation strategies (PILOT is strongly suggested.)
  - iv. Assessment
- University Overview (Dr. Stone's focus suggested to include...)
  - AAMU's mission
  - AAMU's vision
  - AAMU's core values
  - AAMU's background (help from Dr. Stanley)
  - AAMU's QEP mission statement
- University Data (from Dr. Walke and Institutional Planning)
  - Survey(s) - Advising, NSSE, etc.
- Process Used to Select the QEP Focus (Dr. Banks will draft this section).
  - Survey(s)
  - Focus group(s)
- Literature Review and Best Practices
  - Refer to Dr. Stanley's proposal that may contain some literature review.
  - Refer to other proposals and works by other faculty and staff.
  - Refer to University College and Freshman Academy afterwards for advising outcomes. (Consideration: this QEP may run independently of freshmen and sophomores.)
- Design of QEP (next meeting) Student rep Ms. Osborn suggested waiting lists for student registration will help the process.
  - Student population (sample)
- Implementation
- Assessment
- Resources
  - Professional development must be a part of the QEP to answer the question and assumption of "How or why should one expect an organization, entity, or group of people to do without adequate knowledge?"
  - Pilot suggested prior to implementation so that changes can be made before the actual timeframe of the QEP.
  - Advising Center or Advising Manual to support faculty and staff strongly suggested.
- Appendices (Dr. Massey will draft this section)
  - Surveys
  - Subcommittees
  - Other items

The subcommittee should:

- Continue researching other QEPs and consider different formats, designs and imaging,
- Consider what the possible sample will be: sophomores, transfer, non-traditional, etc. in an advising QEP.

Dr. Banks will inquire about any available survey results on advising. Ms. Lam offered to share survey results for discussion purposes at the next meeting.

6) Next Meeting Date will be March 24, 2022.

7) Adjournment

The meeting adjourned at 1:26 pm with a motion by Ms. Yvette Clayton, seconded by Dr. Sheri Stanley.

Attendees:

Dr. Bonnie Banks, Dr. Ed Pearson, Dr. Sheri Stanley, Ms. Kiietti Walker-Parker, Dr. Pamela Arrington, Ms. Yvette Clayton, Dr. Deshannon McDonald, Dr. Rhona Miller-Cebert, Ms. Judith Hayes, Dr. Rachel Robinson, Dr. Katina Lang-Lindsey, Dr. Cathy Qian, Ms. Kris Reed, Ms. Ha Lam, Ms. Annie Osborn

Minutes recorded by Kiietti Walker-Parker