

QEP Design/Implementation Committee
Meeting Minutes – via Hybrid
9.8.2022

I. Call to Order - Dr. Bonnie Banks called the meeting to order at 12:45 p.m.

II. Approval of Agenda – Motion by Judith Hayes to accept agenda as printed. Motion carried.

III. Approval of Minutes of Last Meeting - The minutes were distributed prior to the meeting. Motion by Kiietti Walker-Parker. Motion carried.

IV. Unfinished Business

a. Working Group Reports

- Table of Contents (Hayes, Walker-Parker)
- AAMU Historical background, college demographics, etc. (Stone, Stanley)
- Process Used to Develop the Focus (Banks)
- Institutional Data (Lam, Walke)
- Literature Review (Stanley, _____)
- Appendices (Massey)

b. Summer Progress

- Dr. Banks presented an update on the draft that was presented to the Steering Committee just prior to the meeting. The “Institutional Data” portion of the “Justification for the Focus/Topic” section and the “Process Used to Select the QEP Focus” sections are fully drafted and ready for edit. Also, a few supporting documents were added to the Appendices.
- Discussed portions of the Presentation in more detail---(a) Advising Model (waiting for the Freshmen Initiative Committee (FYE). Will speak to Dr. Arrington about whether it has been approved, (b) how will we describe our advising plan? (c) will we have our own advising manual?
- Dr. John Jones has discussed an expansion into what may become a Sophomore initiative. More information will be forthcoming.
- Reminder: ***The QEP is a “special project”***.
- Committee working groups were encouraged to continue their work and be prepared to make a presentation on progress at the next meeting.

c. Sample

- After discussion on sophomore enrollment averages for each semester, percentage of sophomores to consider, etc., no decision was made.
- Sophomore Enrollments (averages) since 2019 fall 1,176 and spring 1,081.
- Discussion on how many to include in sample. No definitive decision. Dr. Walke reminded group that there will be a large amount of effort and resources devoted to this initiative for us to consider only a small representative sample.
- The ultimate goal for most institutions is to improve retention and increase graduation.

- d. Next meeting and upcoming Committee Goals
- To decide on temporary sample
 - To discuss goals outcomes for Advising
 - Student learning outcomes (SLOs) or success outcomes (SOs)
 - Model Design
 - Sample
 - Working Title
 - Logo
 - Assessment of Outcomes

V. New Business - None

- a. Next Meeting Date – September 22, 2022

VI. Adjournment – Meeting adjourned at 1:35 pm.

Minutes recorded by Kiietti Walker-Parker

Attendees: Dr. James Walke, Ms. Kiietti Walker-Parker, Dr. Deshannon McDonald, Ms. Judith Hayes, Dr. Katina Lang-Lindsey, Dr. Sheri Stanley, Ms. Kris Reed, Ms. Catherine Strother

ONGOING REMINDERS FOR DISCUSSION PURPOSES (from previous meetings)

1. Possibility Selected:
Choice d. Program advisor, Faculty Mentor, Peer Mentor and Career Coaches for Sophomores only
2. Sophomore Enrollments (averages) since 2019 fall 1,176 and spring 1,081
3. Sample will consist of:
 - a. A certain number of students within the design chosen (Sophomores)
 - b. A certain demographic (transfer, at-risk, random selection, or targeted selection) targeted programs (majors) across campus from colleges
 - c. Other means of selecting sample
4. Theme/Title/Logo Suggestions
 - Integrating Student Success Strategies in Advising
 - Sophomores! Enhancing the Advising Experience
 - Start here...Sophomore, Go anywhere...Senior
 - AAMU ...Academic Advising and Mentoring for Undergraduate Success
 - Bulldogs – Bridging the Gap! (Building Undergraduate or Up the Level, L, and Driving Outcomes for Greater Success) or not!
 - Engaging Staff, Faculty, and Students in High Quality Advising Experiences
 - Advising to Advance Student Success
 - Advancing Student Success
5. QEP Design (prescriptive, comprehensive, developmental, intrusive, blended (shared), etc.