

QEP Design/Implementation Sub Committee
Minutes
1.19.2023

I. Call to Order - The meeting was called to order at 12:35 p.m. by Dr. Banks

II. Approval of Agenda – The agenda was approved with a motion by Mrs. Walker-Parker and seconded by Mrs. Hayes.

III. Approval of Minutes of Last Meeting (October 6, 2022) - The minutes were approved with a motion by Mrs. Hayes and second by Dr. Stanley.

IV. Unfinished Business

a. Working Group Reports - There were no working group reports.

b. Discussion

- Sample - The committee discussed the sample to include:
 - A certain percentage (at least 75%) of second semester (first-year students), starting with recommendations from Freshmen Academy advisors. The goal is to impact at least 50% of this group. If necessary, students can volunteer or be recommended by departments and colleges.
 - Selected students must agree by signing a participation document.
 - It was recommended that the sample not include transfer students because of the tasks' complexity.
 - A request may be sent to the departments, if necessary, for recommendations.
- Objectives/goals/outcomes
 - Dr. Banks presented a list of sample goals and outcomes for the advising QEP and asked members for feedback. They can edit, recommend additional or delete as needed; however, goals/outcomes are required to proceed with the document's development.
 - A faculty outcome was included due to the amount of training/activities necessary to implement the plan.
- Type of advising for framework and definition
 - The committee discussed several types of advising and tentatively agreed to use “intrusive” (building a relationship with students before a problem occurs, seeking advice and counsel) as the advising type for the plan.

c. Webinars for faculty development credit hrs. - Faculty have already participated in webinars offered by Innovative Educators on advising. Dr. Banks reminded them that the number of professional development hours would be included in the document.

V. New Business

a. Development of a Timeline for QEP - Dr. Banks has revised the timeline. It is recommended that the first draft is completed by August and sent to SACSCOC along with the compliance certification for the optional offsite review to acquire recommendations prior to submission.

b. Other

c. Next Meeting Date - February 9, 2023, at 12:30 pm.

VI. Adjournment - The meeting was adjourned at 1:25 pm with a motion by Dr. Robinson.

Members Present: Dr. Johanna Massey, Mrs. Judith Hayes, Mrs. Kiietti Walker-Parker, Dr. Sheri Stanley, Dr. Bonnie Mcquitter-Banks, and Dr. Rachel Robinson

Minutes recorded by: Kennedy Hughes, Student
