

**QEP Design/Implementation Sub Committee**  
**Minutes**  
**February 9, 2023**

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

II. Approval of Agenda- The agenda was approved with a motion by Mrs. Ford and second by Dr. Lang-Lindsey.

III. Approval of Minutes of Last Meeting (January 19, 2023) - The minutes were approved with a motion by Mrs. Ford and seconded by Dr. Lang-Lindsey.

IV. Unfinished Business

a. Working Groups (There were no working group reports at this time.)

- Table of Contents (Hayes, Walker-Parker)- No updates
- AAMU Historical background, college demographics, etc. (Stone, Stanley). No report, need to clarify a portion of the draft with her. Dr. Banks will contact her.
- Literature Review (Stanley) - No progress. Dr. Banks is going to integrate something on advising in the literature review.
- Appendices (Massey)

b. Discussion

- Timeline - Dr. Banks discussed the timeline starting spring 2023 and different dates and asked the committee to keep in mind that our goal is to finish the draft prior to September 2023.
  - We need a professional development schedule to include not only the webinars offered. Not enough participation at this point to justify bringing in an outside consultant. We have not identified volunteers yet because no decision has been made concerning how to match volunteers (advisors) to students. That is especially important. It was exceedingly difficult getting faculty involved. We will task the QEP Advertising/Marketing group to create a campaign. Discussion on possibilities followed.
  - Create a draft budget by April of 2023
  - Need to get students involved, a logo contest, etc.
  - Would love to have the draft finished by September
  - Submit with compliance certification to obtain free feedback prior to onsite committee
  - Suggesting a fall pilot for dry run, then spring pilot
  - Discussed the proposed advising model and need for advisors/mentors and how to recruit them. Some may serve as a mentor only and mentors may supervise the peer mentor. There will also be training for all mentors.

Mrs. Clayton added that Career Development Services (CDS) will discuss career goals, work with resumes, Handshake, mock interviews, and general career counseling. A career counselor is assigned to each college.

- Objectives/goals/outcomes draft
  - Dr. Walke presented a list of sample goals and outcomes for the advising QEP and asked members for feedback. He entered more information on how to assess the sample goals in the chart and whether they will be formative or summative, direct, or indirect. Students' status will need to be identified (according to university definition). Types of surveys were discussed. Several outcomes related to each goal were discussed. Mrs. Hayes reminded the group that all outcomes should be measurable.
  - Dr. Walke suggested an edit to the goal on increasing the retention rate among sophomore level students. Students do not progress evenly. Therefore, he suggested semester to semester persistence rate among sophomore level students (any student classified as a sophomore) by 5 points. This is measured currently and can be adjusted as we work on the document.
  - A faculty outcome was included due to the number of training/activities necessary to implement the plan. Committee members were encouraged to document hours of professional development.
- Intrusive advising definition (action required) - still needed (to include in document). There is no working definition included in the draft at this time. A file will be placed in the shared folder
- Faculty development (action required) must identify faculty as soon as possible to start training.
- Assessment of the plan – think about integrating a lot of social media for both assessments/surveys.
- Dr. Banks will build a folder and include QEP Design/Implementation Committee files. A folder will be shared with committee members. The website is a good place to post minutes (proceedings) from committee minutes.
- The QEP Steering Committee will be briefed next week on the status of the QEP.

#### V. New Business

- a. The Advertising/Marketing committee is aware that advertising is needed, and their support is needed to assist in the development of a campaign.
  - Logo - creating a logo (possibly offering a student contest)
  - Advertisement - develop electronic advertisement through social media

Next Meeting Date- March 9, 2023, at 12:30 pm

VI. Adjournment- the meeting was adjourned at 1:45 with a motion by Mrs. Ford and seconded by Mrs. Clayton.

Minutes recorded by Kennedy Hughes (Student Assistant).

Member Present: Dr. James Walke, Dr. D. McDonald, Dr. Katina Lang-Lindsey, Mrs. Elizabeth Ford, Ms. Judith Hayes, Mrs. Kiietti Walker-Parker, Dr. Rachel Robinson, Dr. Sheri Stanley, Mrs. Yvette Clayton, Dr. Banks