QEP Design/Implementation Sub Committee
Minutes
March 9, 2023

I. Call to Order- The meeting was called to order at 12:25 p.m. by Dr. Walke.

II. Approval of Agenda - The agenda was approved with a motion by Mrs. Judith Hayes and second by Mrs. Osborn.

III. Approval of Minutes of the Last Meeting (February 9, 2023) - The minutes were approved with a motion by Mrs. Hayes and second by Mrs. Osborn.

IV. Unfinished Business

    a. Working Groups – There were no working group reports.

    b. Discussion

- Working title/theme selection

    - Dr. Banks presented the suggested working title listing. Committee members discussed three suggested titles and picked one to allow the Marketing Subcommittee to continue its' work on initiating a student logo contest. The recommended working titles were as following:

        - "Advancing Student Success"

        - "Start here… Sophomores, Go anywhere… Seniors"

        - "A^2A Advising to Advance Student Success"

    - The committee accepted the following working title, and it was approved with a motion by Mrs. Osborn and second by Mrs. Hayes.

        - "A^2A" Advising to Advance Student Success

- Objectives/goals/outcomes draft

    - Dr. Banks listed some sample objectives, with the recommendation that technology be included. There was a discussion on software currently being used as listed in the draft. Ms. Strother informed the committee that the software that is used to get in touch with students is Navigate and Grades First is also being used at the University. Discussion on how advising should be done (via Zoom or other conferencing) or face to face – during office hours or at other times.

- Advising definition (to include in the document)

    - Dr. Walke spoke about the definition of intrusive advising. The definition must consider how the University defines it. The committee can access the One Drive shared QEP Design folder and contribute their analysis and definition of intrusive advising.

- Faculty development

       o   Dr. Banks informed the committee that there would be a professional development trainer to present on advising. There is no immediate date, or if it will be in person or online.

V. New Business- a. Other - None

              b. Next Meeting Date: April 13, 2023, at 12:30 p.m.

VI. Adjournment- the meeting was adjourned at 1:26 p.m. with a motion by Ms. Strother and second by Mrs. Judith Hayes.

Members Present: Mrs. Judith Hayes, Dr. James Walke, Dr. Bonnie Mcquitter-Banks, Mrs. Annie Osborn, Ms. Catharine Strother, Dr. DeShannon McDonald

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ONGOING REMINDERS FOR DISCUSSION PURPOSES
(collected from previous meetings)

1. **Design selected:**
   d. Program advisor, Faculty Mentor, Peer Mentor, and Career Coaches for **Sophomores only** (defined by University classification)
2. **Sample will consist of:**
   a. A percentage of students within the design chosen (50% of average sophomore enrollment)
   b. Selected through the Freshmen Academy to include **programs (majors)** across campus
   c. Volunteers and/or college recommendations
3. **QEP Design Description** (comprehensive, intrusive, etc.)

4. **Ongoing Title/Logo Suggestions**
- "Integrating Student Success Strategies in Advising"
- "Sophomores! Enhancing the Advising Experience"
- "Advising to Advance Sophomores"
- "Start here… Sophomores, Go anywhere… Seniors"
- "AAMU…Academic Advising and Mentoring for Undergraduate Success"
- "Bulldogs – Bridging the Sophomore Gap!"
- "Engaging Students in High-Quality Advising Experiences"
- "A^{2}A" Advising to Advance Student Success
- "Advancing Student Success"
- "Bulldogs *DATE* – Designing Advising to Enhance Student Success"
- "Advising to Advance Student Success" or "Advancing Student Success through Advising"
- "Advancing Student Success through High-Quality Advising Experiences"