

QEP Design/Implementation Sub Committee
Meeting Agenda
Wednesday, June 21, 2023

Call to Order

The meeting was called to order at 1:35 pm.

Agenda Items

- a. Approval of Agenda with motion by Mrs. Walker-Parker and second by Ms. Strother.
- b. Approval of Minutes of Last Meeting (June 12, 2023) with a motion by Mrs. Walker-Parker and second by Ms. Strother.
- c. Unfinished Business

Working Groups - AAMU Historical background, including University demographics and the literature review were discussed. Should there be historical background and demographics on the sophomore population also? The executive summary will be used later, and the draft will be completed and compared. Some literature review has been included already.

d. Discussion

- Faculty development (webinars/workshop or presenter, virtual or in person?) Some faculty have been engaged in professional development to date. Chairs will need to support this effort within their respective programs.
- Revision of tasks/duties (drafts for job descriptions) Will need to speak with Mr. Byrd. Mrs. Clayton was present at the last meeting.
- Dr. Walke shared that the University has survey software. He will await drafts to mark up. The software is very effective.
- The sophomore invite script drafts were reviewed. Academic advisors will make initial contact with the student. Student must be a willing participant.
- Does a student need to be in good standing? How were the students selected? Good standing was not really considered in the selection. Students with more than 30 hours but less than approximately 45 were selected in order to be able to work with them for at least two semesters.
- Will there be overlap with the academic coordinators? The QEP has a goal to include at least 50% of the mean sophomore level from data provided by OIPRE. The only college that has reported advising sophomores is the college of Business. The other three (3) associate deans were not present for the meeting.
- Ms. Miles reported that Freshmen Academy advises up to 36 hours and academic coordinators 37-63 hours. The listing has been sent to the academic coordinators.
- It was assumed that the QEP would be given priority to the listing. How do we get approval for students to participate in the QEP? More direction is needed in order to move forward. It was suggested that Dr. Arrington and Dr. Jones are contacted for the approval of QEP priority.

e. New Business

Navigate representative Ms. Dawn Miles shared information on Navigate capabilities. She informed the committee that there is a place in Navigate for notes. Freshmen Academy does not

use Degree Works and notes are entered there. Some academic advisors are still using Degree Works for their notes.

Accessibility – faculty have access. It pulls from Banner. It shows assigned classes, and the assigned advisors are there. Different programs are set up differently in Navigate. In tracking students' interactions, is it possible for counselors to have access and be able to enter notes. Financial aid is attempting to use Navigate for their purposes. Each area can have their own "care center".

Student circles and notes maintenance within the circles were discussed. Student mentors would probably not be able to access unless there are special permissions given like tutors from the TAN program. There may be restricted access for student mentors. More information will be sought from Ms. Skeete.

"Care centers" were discussed and how a central depository for those involved in the circle could be accomplished. A²A students can be tagged in Navigate.

Ms. Miles shared an overview of what a student's profile looks like in Navigate. There is a "space" for students' goals. This is a task that is included in the academic advisor's description. The biggest decision will be how to connect the circles. More discussion will be held.

b. Financial aid tasks session planned with representatives from the financial aid office.

f. Adjournment –Meeting adjourned at 2:45 pm.

Present: Mrs. Kiietti Walker-Parker, Dr. James Walke, Ms. Catherine Strother, Dr. Sheri Stanley, (Ms. Dawn Miles, Guest)