

Minutes

QEP Implementation Team Meeting

S-117

August 3, 2012, 11:00-12:00 p.m.

Eileen DeLuca	<i>Present</i>	Myra Walters	<i>Present</i>
Kathy Clark	<i>Present</i>	Kristin Zimmerman	<i>Present</i>
Tom Rath	<i>Present</i>	Whitney Rhyne	<i>Present</i>
Erin Harrel	<i>Present</i>		

1. Subcommittee reports:

- **Marketing:** The Marketing subcommittee has film footage of student and faculty testimonials from SLS 1515 sections on Lee Campus. The Marketing team suggests that the video can be running as faculty and staff enter Barbara B. Mann for Convocation. In addition, the video can be shown during the QEP updates on each campus during professional development days. The group discussed funding for more t-shirts to promote the QEP. Eileen is looking into the budget. Kristin suggested there may be funding available from student services. The Cornerstone Notebook gifts have arrived. Eileen's staff will work on attaching the "Cornerstone" stickers. Peer architects will be scheduled to distribute the gifts at the QEP update sessions. Presentations for Student Services staff were held on Charlotte and Collier campuses. Kathy and Tom reported that the presentations went well and were well-attended. On August 6 and 7 Eileen will lead three presentations for Lee Campus Student Services staff. Participants in these sessions will receive credit for the QEP Overview and Objectives module. Eileen submitted an item to be included in the upcoming Campus Newsletter. It will introduce the new faculty and FYE Coordinator as well as provide faculty and staff ideas for how to support the QEP. Whitney has worked on a "Blog" schedule and also plans to have a monthly print newsletter. For the fall semester, Whitney will take the lead on QEP Marketing.
- **Training and Development:** Rebecca Gubitti has set up a number of summer trainings across campuses. She has been working to set up at least two dates for each of the Cornerstone Modules to be offered in the fall. In addition, she and Michelle Fanslau are suggesting a "catch up" session of two days (5 modules on each) towards the end of the term where faculty and staff have an opportunity to catch up with any or all of the modules they may have missed. Michelle has offered to provide food and refreshments for the make-up days. Eileen will make a brief presentation to returning adjuncts on

August 11. Rebecca and Martin will present to new adjuncts on August 18 and offer the Intro to College Services and Support Module.

- Peer Architects: Whitney reported peer architects have been hired for Lee Campus and some have begun working summer events. She has also assigned peer architects to the fall sections (matching students with professors). She has been in touch with the other campuses to provide assistance. Whitney has scheduled district training for the peer architects. The QEP provides a \$7,000 budget for peer architects. Eileen also added a lab fee to SLS 1515 to help cover the cost (\$22,500 has been encumbered). Check out: <http://www.edison.edu/fye/peerarchitects.php>.

- Orientation/Advising/Registration: Students who are required to take SLS 1515 have been successfully enrolling. Sections are filling and new sections have been added. Current sections:

Charlotte: 3 Collier: 5 Hendry: 1 Lee: 18

Kristin reported that a SLS 1515 Reminder communication has been designed and will be sent to students who are currently required to take the course. Also, Orientation Leaders and other Enrollment staff will call students enrolled in SLS 1515 to remind them of the upcoming drop for non-payment deadline. Myra strongly suggested that the enrollments of these sections be kept as low as possible to increase faculty-student interaction and promote student success.

- QEP Assessment: The QEP Assessment data was reviewed at the QEP Advisory meeting on July 11. Eileen, Amy Trogan and Crystal Revak have been working on additional qualitative pieces to include coding the random samples of the final essays. This completes the spring 2012 pilot data. Eileen, Crystal Revak, and Kevin Coughlin are meeting next week to discuss the SENSE Implementation. In addition, Eileen and Kevin will meet to begin reviewing the summer pilot data, including rubric data pulled from Canvas.
- FYE Programming: Whitney is chairing the FYE Programming committee. They had their first meeting on August 2nd with district-wide participation. The group discussed the data presented at the advisory meeting and how it will inform FYE programming. Some responses to the data: Additional technology workshops have been scheduled, workshops on building group communication, additional evening programming, and faculty friendly events.

2. The group discussed Convocation and Professional Development. Erin explained that her office was working to respond to Faculty Senate's requests about content. Erin will be giving a SACS update. The group suggested she promote optional attendance at the QEP update sessions to be held on each campus. Erin suggested that the bags that will be distributed would include the Cornerstone Logo. The group also discussed presenting to the Discipline chairs. Erin was hoping to schedule a brief presentation at the chair meeting on August 17.

3. Erin has sent an email to Dr. Albritten regarding a QEP Professional Development session during an upcoming BOT meeting. She will let the group know as soon as possible.

4. The first QEP Advisory meeting was held on July 11. Most of this meeting focused on reviewing the spring 2012 (Pilot term) data with stakeholders from throughout the district. Eileen and Kevin Coughlin will meet with Erin to review the QEP Direct and Indirect Measures, the stated goals, the progress toward achievement of the goals in spring 2012, and the use of results to improve the course, College practices, and/or FYE programming.

Minutes submitted by Eileen DeLuca