

## Minutes

QEP Implementation Team Meeting

S-117

September 6, 2012, 11:00-12:00 p.m.

Eileen DeLuca	<b><i>Present</i></b>	Martin Tawil	<b><i>Present</i></b>
Kathy Clark	<b><i>Present</i></b>	Kristin Zimmerman	<b><i>Present</i></b>
Tom Rath	<b><i>Absent</i></b>	Whitney Rhyne	<b><i>Present</i></b>
Erin Harrel	<b><i>Absent</i></b>		

1. Subcommittee Recruiting: The group discussed the finalized dates for the fall Implementation Team, Advisory, and subcommittee meetings. Eileen sent the information to the District Faculty Senate President requesting his support in recruiting faculty participants. Eileen will send a message out through the Portal, and separately to Deans and Academic Chairs encouraging participation.

2. Subcommittee reports:

- **FYE Programming:** Whitney shared updates from the subcommittee meeting. She shared information about day and evening programming that has been designed and implemented. Flyers and dates appear on the Cornerstone Website. Check out: <http://www.edison.edu/fye/workshops.php>  
Whitney and FYE staff members have helped with the freshman move-in to the residence halls, and will help out with the Job Fair on October 17. The committee discussed the possibility of having student photos available through the Canvas accounts. Some students already upload their photos. One idea is to have students' Connect Cards photos populate into Banner.
- **Marketing:** Whitney has created an FYE newsletter that will be sent out as a Portal Announcement and a flyer for faculty mailboxes. The flyer includes an update about the Cornerstone course and related programming.
- **Curriculum:** Martin will lead the first curriculum meeting on Thursday, September 27. He is also leading the twice monthly Community of Practice meetings for SLS 1515 faculty.
- **Training and Development:** Many summer trainings were offered across all campuses. Eileen and Rebecca Gubitti will meet with Rudy Moreira to make sure that the fall trainings that were scheduled will be marketed and will appear on the web page. The

video modules have been taken down. Rebecca and Eileen will work with Rudy to create higher quality videos for the modules where appropriate. They will also work on designing a more appropriate video follow up activity. They will also explore creating web-based modules. Eileen reserved S-106/107 for December 12 and 13 to offer a “mini-conference” of Cornerstone Trainings that could be available to faculty on all campuses.

- Peer Architects: On Lee Campus, peer architects do office hours in Q-127. On Collier, Kathy has worked with student services to designate a space for the peer architects in the Academic Success Center. When an FYE Coordinator is hired for Collier, they may need to find a space for the “FYE Program.” Rebecca Gubitti has suggested that peer architects work during the registration cycle to provide information, support and to be a “calming factor” for students waiting in long registration/advising lines.
- Orientation/Advising/Registration: Tom will lead this subcommittee meeting next week. The group will discuss the fall registration cycle and any changes that may need to be made for spring registration. The group may also want to review the Cornerstone hold process. Two issues that will need to be reviewed and resolved: The possibility of changing catalog wording to indicate that students will need to complete the course with a “C” or better to fulfill the college requirement. Also, clarifying when degree-seeking students enrolled in EAP courses will be required to take SLS 1515.
- QEP Assessment: Eileen, Susan Hibbard, Kevin Coughlin and Dobin Anderson met to review extracting rubric data from Canvas. All the data are available, but the Canvas technicians need to continue working on making the download more user-friendly. The Assessment subcommittee will meet next week to review summer term achievement data.
- Early Alert: Whitney led an Early Alert committee meeting and worked with the team to create a new Early Alert process that puts students in direct contact with key personnel who can help with their specific issue. On Friday she will lead an Early Alert training for the key Early Alert personnel. Whitney will work on marketing the “new” Early Alert system to faculty. This group is Lee Campus-focused. The subcommittee discussed the importance of having consistent services across campuses. Once the new system is up and running, other campuses may want to use a similar model.

2. 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 suggested that the meeting should be a little longer to allow for discussion. The meetings should also have some food and refreshments for participants. Also, stakeholders from outside the College and some students should be invited to participate.

3. Tom, Kathy and Eileen will lead a QEP Professional Development Workshop (15 minutes) for the Board of Trustees at the September meeting. They are meeting Friday to work on the presentation. They may play a one-minute version of the Cornerstone Marketing video. The committee also discussed the idea of having students attend and speak. Eileen will describe the type of assessment data that is being collected, and BOT members will have the data made available to them.

3. Kathy shared information about a professional development opportunity from the “Institute for Excellence in Undergraduate Education.”

Academic and Student Affairs Leaders’ Institute: Partnerships for Promising Practices in Student Success

When: November 29-30, 2012

Institute Location: Asheville, NC, Renaissance Asheville Hotel

Check out: <http://www.ingi.org/fall-leaders-conference-2012/>

4. Eileen is working with the Grants Office to apply for a Kresge Grant. She would like to focus on a grant proposal related to the QEP. An idea is to have funding to have full-time mentors/academic coaches for the students who begin in developmental classes. Each student would have an assigned mentor to see them through degree completion. Other ideas include funding for peer architects, and to create a summer “boot-camp” for students testing into developmental courses. Check out: <http://www.kresge.org/programs/education/pathways-and-through-college>

Minutes submitted by Eileen DeLuca