

Minutes

QEP Implementation Team Meeting

S-262D

September 3, 2013, 1:00-2:00 p.m.

Eileen DeLuca	<i>Present</i>	Martin Tawil	<i>Absent</i>
Kathy Clark	<i>Present</i>	Whitney Rhyne	<i>Present</i>
Tom Rath	<i>Present</i>	Laura Antczak	<i>Present</i>
Duke Dipofi	<i>Absent</i>	Cindy Lewis	<i>Present</i>
Denis Wright	<i>Present</i>		

Minutes

1. Eileen welcomed new member, Laura Antczak. Laura is the Assistant Vice President, Enrollment and Student Success. Laura will also be chairing the QEP Orientation, Advising, and Registration Subcommittee.
2. Eileen alerted members about the upcoming FOE Conference (February 14, 2014) and FYE Conference. (February 15-18, 2014). The proposal deadlines are as follows:
 - a. FYE Proposal Deadline: October 11, 2013
 - b. FOE Proposal Deadline: December 14, 2013

Check out: <http://www.sc.edu/fye/annual/schedule.html>

Eileen asked Implementation Team members to let her know if they planned to attend. Also, other SLS 1515 faculty will be invited to attend and possibly non-SLS faculty who are interested in supporting first-year students and leading future trainings.

3. Recruiting Subcommittee Membership:
 - a. Eileen will send an e-mail to Academic Deans and Student Services Administrators with a summary of each subcommittee's charge. Academic Deans will be asked to encourage subcommittee participation as part of faculty college service.
 - b. Eileen will send a college-wide e-mail to listing ways faculty and staff can support the QEP and providing links to FYE pages and social media.
4. Subcommittee reports:
 - a. FYE Programs: Whitney noted that all campuses offer workshops and events. Charlotte campus is offering a wide variety of program offerings to include a nature walk, WEPA Printing, Canvas workshops, note taking workshops, and more during the month of September. Collier campus has 11 workshops planned for September

topics include: *Here's the Scoop*, *Portal*, *Canvas*, and *Time Management*. Lee and Collier campus will be doing a Beach Clean Up together at Bonita Beach on September 21st. Hendry Glades have over 20 workshops planned topics include: PowerPoint, Social Networking, Scholarly research, computer skills, and more. Lee campus is offering over 100 workshops and event this fall semester, about 9 workshops a week and several Service Saturdays. September 14th – Habitat for Humanity, September 21st Beach Clean Up, October – Imaginarium Science/Halloween Event, November – Habitat for Humanity, and December – Heart Walk. All workshops flyers are posted on the FYE webpage: <http://www.edison.edu/fye/workshops>.

b. Training and Development

- i. Fall Schedule: The fall schedule of trainings is complete but the Edison Online staff has not yet created a calendar where trainings can be viewed across the semester. They promise to have the calendar out soon. Eileen asked Implementation Team members to let faculty and staff know that all trainings are available in the fall, and each training will be held at least twice.
- ii. Critical Thinking Trainings: Catherine Wilkins, Phil Wisely, and Cindy Campbell will lead these trainings. The schedule is being finalized.

c. QEP Assessment

- i. Eileen sent out the Career Survey to current SLs 1515 students. This survey provides of snapshot about the students' current career/academic track interest. This survey will be modified once meta-majors are established by the Florida Division of Colleges.
- ii. Year 1 Assessment Overview Document for Convocation: Dr. Trogan, Whitney and Eileen recently reviewed an updated draft.
- iii. CCSSE Data and SENSE Administration: The 2012-2013 SENSE and CCSSE data are available on the Research Technology and Accountability Website: http://edison.edu/rta/reports/sense_ccsse
- iv. Year-to-Year Retention: Now that the drop/add period is over Kevin Coughlin is working on a year-to-year retention study for the first cohort. Results will be available soon.
- v. Summer Term Data: Summer Term data is in. Eileen will conduct paired samples t-tests on the CCTDI and Smartermeasure data. She will also calculate the mean scores for the rubric data.

d. Orientation/Advising/Registration

- i. Fall Sections totals and notes from Implementation Team Members (Also see attached enrollment table):
 - 1. Charlotte 5 sections, 113 students (This was about the right amount of sections needed)
 - 2. Collier: 13 sections, 347 students (Needed 1-3 more sections)
 - 3. H/G: 2 section, 52 students (Needed 1 more section)
 - 4. Lee: 34 sections, 902 students (Needed about 5-10 more sections)
 - 5. College total: 54 sections, 1414 students
 - ii. Kathy said that she may be able to teach a “B” term section on Collier.
 - iii. At the next OAR meeting, the committee members will discuss the efficacy of the current hold process.
- e. Curriculum: Martin was absent due to an illness in the family, so there was no report.
 - f. Early Alert: Whitney noted that a college wide Early Alert communication was sent out to all faculty and staff. The Early Alert Committee is continually working to update their website and has added a student testimonial to the Webpage and has plans to add faculty testimonial. The campus resources maps are being reviewed and updated as needed. The committee is working to develop surveys to help gauge the efforts and success of the Early Alert program through student and faculty satisfaction surveys.
 - g. Marketing: FYE was featured in a newspaper article that ran in Charlotte County, the article is attached. Whitney noted that the September FYE Community Update would feature Professor Newhouse and is ready to be emailed to all faculty and staff. Whitney shared conversation from the Marketing Committee meeting regarding the faculty webpage. One suggestion is to only feature a few key professors and then provide a list of all the professors for the current semester. Whitney noted that the Marketing meeting time has been pushed to the afternoon so that Kathy can attend and that Kathy and professor Hoffman will take lead the copyrighting process for the intellectual property of the QEP.

Minutes submitted by Eileen DeLuca