

Minutes

QEP Implementation Team Meeting

S-262D

November 15, 2012, 1:00-2:00 p.m.

Eileen DeLuca	<i>Present</i>	Martin Tawil	<i>Present</i>
Kathy Clark	<i>Present</i>	Kristen Zimmerman	<i>Present</i>
Tom Rath	<i>Absent</i>	Whitney Rhyne	<i>Present</i>
Erin Harrel	<i>Absent</i>	Christine Davis	<i>Present</i>
Duke Dipofi	<i>Present</i>		

1. Subcommittee reports:

- **FYE Programming:** Whitney reported that the November 17 Service Saturday event at the Harry Chapin food bank has been advertised to students on all campuses. So far over 50 students have volunteered to participate in the event. She also reported that the FYE Blog has been embedded into the FYE Web page. Check out: <http://edisonfye.blogspot.com/>. Whitney and Eileen met with Catherine Morgan and Cal Majure from the Office of Financial Aid to discuss the implementation of a Financial Aid workshop into the SLS 1515 courses. They are interested in doing a one-hour presentation in each section of the course on all campuses. They will also work with the FYE office to create a series of follow-up workshops on financial aid and financial literacy topics. Eileen and Martin will share this information with faculty so that they can schedule visits for spring. <http://www.edison.edu/fye/workshops.php>
- **Training and Development:** Additional trainings have been added to the TLC calendar. Eileen reported on training through the Webinar; it seemed to go well. She and Rudy added “poll” questions throughout the presentation to keep the attendees engaged. An e-mail from the TLC came out this week advertising the Cornerstone Training mini-conference. Several people registered immediately. Since the workshops are on December 12 and 13, faculty and staff from all campuses have the opportunity to attend. Eileen asked that committee members spread the word to faculty and staff to check out the TLC calendar for updates. Check out the TLC offerings at <http://www.edison.edu/tlc/octworkshops.php>
- **QEP Assessment:** The Assessment Committee finalized the Success Strategies survey which will be implemented at the end of fall term. The Assessment committee is planning focus group sessions. Kevin Coughlin, Susan Marcy, Monica Moore and Amy Trogan will lead sessions on Lee Campus. Duke Dipofi will lead a session on

Hendry/Glades. Kathy suggested Pat Newell and Gary Rhyne as possible focus group session leaders for Collier. Eileen will ask Tom to arrange sessions on Charlotte.

- Orientation/Advising/Registration: Kristen reported that she would like to assign advisors to specific SLS 1515 sections on Lee Campus to lead in-class presentation. Kristen, Tom and Eileen met with the Registrar and the Banner team to work on a system to ensure students who are required register for SLS 1515. Students will be registered into SLS 1515 by an advisor. They will not be able to drop the course without interacting with an advisor, but they will be able to alter the rest of their schedule. Christine suggested that the College may want to have students sign an acknowledgement that they are choosing to take the course. Another suggestion is that the advisors could make a comment in SPACMENT. The advisors are contacting students who registered for the course but have more than 30 hours to advise them into SLS 1101 or another elective where appropriate. The group also worked on the catalog language regarding the Cornerstone Requirement. The statement below includes the requirement but may need further tweaking:

Students must enroll in SLS 1515 in the first semester (but no later than earning 15 credit hours with approval) and successfully complete the course with a "C" or better.

- Curriculum: The Curriculum Subcommittee is meeting on November 15. They will finalize the streamlining of the journal topics from 10 to 7 by consolidating some of the topics. The faculty approved changing the name of the Passport assignment to call it the Edison GPS (Go, Picture, Scribe). Martin will contact Michelle to verify the process for changes to the syllabus and for updating the catalog language.
- Early Alert: Whitney reported that they are creating a new submission form with the help of Edison Online in which entered information could be downloaded right into a spreadsheet (rather than having it entered manually). Eileen reported that in her restructuring plan she is suggesting that Early Alert have College-wide oversight, with responders on each campus. She asked for the group's feedback, which was positive.

Minutes submitted by Eileen DeLuca