

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>Absent</i>
Duke Dipofi	<i>Present</i>	Guest: Jason Dudley	<i>Present</i>
		Guest: Milana Williams	<i>Present</i>

1. The Committee discussed the Cornerstone hold and the current process for enrolling students into SLS 1515. The current system requiring advisors to enroll students in the SLS 1515 course had some unintended consequences. The committee brainstormed ways to ensure students who are required to take the course enroll in the first term (with limited exceptions), but are still able to amend their schedule up throughout the registration period.
2. The committee decided to follow these guidelines for the remainder of the current enrollment cycle:
 - a. Spring 2013 students who are required to take SLS 1515 will be provided with a CR hold dated 1/8/13.
 - b. Students will be able to self-enroll in a section of SLS 1515 and are able to adjust their schedules through 1/8/13 without advisor intervention.
 - c. On December 14th, a report will be provided to identify students who have the CR hold, but are not enrolled in the course for spring 2013. We will ask advisors to assist with outreach to these students, if applicable.
 - d. If FTIC students would like to take the course, they are permitted to do so as long as they are not already at the “sophomore” level or above (more than 30 credit hours).
3. The group discussed possibly adding an attribute for each entering group of enrollees to be used to identify students and engage in cohort tracking. The attribute would include the semester of enrollment in the course, for example CRF12 (i.e. Cornerstone, Fall, 2012).
4. The group discussed setting up a process to begin in fall 2013 that will be similar to the hold process for Developmental Course sequence completion.
5. Milana brought copies of two reports she had run in the past and asked if the committee would like to continue to have the reports run. One of the reports (grade

distribution) is currently provided to Eileen by Barb Perrine. Eileen asked that the other report (student interest area) be run following the close of each registration cycle.

Minutes submitted by Eileen DeLuca