The meeting was called to order by committee chair Teresa Galyean at 12:30 p.m.

I. Approval of minutes

The minutes for January 14, 2015, meeting were presented for approval. Kent Glindemann made a motion to accept the minutes as presented. Susan Evans seconded the motion, and the motion was approved.

II. Action Items to consider from

A. Budget and marketing discussion

Teresa reminded the group that the team needed to have a budget to the President’s cabinet by February. Lorri Huffard, Renee Thomas, Jenny Buchanan, and Susan Evans agreed to be on the QEP budget committee. Discussion also arose about a marketing committee, Katherine Asbury, Shawn McReynolds, and Ken Fairbanks agreed to be on the QEP marketing committee.

B. Document format

The group discussed the document formatting and decided to go with the formatting option on page 49 of the SACSCOC Handbook for Institutions Seeking Reaffirmation.
C. Possible Acronyms for new QEP

Possible acronyms for QEP were discussed.

- SPIFFY - Student Performance in (functional, Fabulous ) First-Year
- WCC FIRE - First Year Experience

Lorri Huffard offered the acronym:
- First Year Initiative Retention of Students

Other suggestions of Returning or Retaining were offered as possible alternatives to the word Retention.

D. Discussion of possible Student Learning Outcomes –

a. Discussion began with the question “What is the vision of the first year QEP?”

b. Members stated QEP must be measurable success with discussion going to trying to state an overall goal.

c. The statement “WCC’s QEP was successful because retention increased from ___ to ___ and grades increased from ___ to ___.

d. Members discussed reasons for loss of retention
   i. Poor Grades
   ii. Money issues
   iii. Satisfaction

e. Discussion began about looking at not only numbers but student satisfaction rates and issues that would improve student satisfaction and how that might be measured.
   i. Life skills
   ii. Time management
   iii. Surveys - secondary data
   iv. Learning Communities
   v. Academics vs. Experience
      1. Career/Academic advisement-reducing misinformation and having more consistency
      2. Financial Aid - completion help
      3. Blackboard - navigation and support

f. 10 week semesters-
   i. Help to accommodate FA issues and late beginners - 1. delayed start with the same ending date

g. Possible SLOs were suggested
   i. Demonstrated ability to set career and academic goals
   ii. Identify campus resources to help set these goals
   iii. Identify resources to help in the advising process and college expectations

h. Possibility of targeting Gen Ed or Health Science students

III. Upcoming Meeting dates – January 28 - (Grayson 219)
    January 30