QEP Team Minutes
March 4, 2015

Members in attendance: Members not in attendance:
Jenny Buchanan Jamie Edwards
Susan Evans Ken Fairbanks
Teresa Galyean Crystal Goad
Kent Glindemann Lorri Huffard
George Mattis Keisha Stuart
Shawn McReynolds Renee Thomas
Natasha Puckett
Katherine Asbury

Meeting was called to order at 12:36pm by Teresa Galyean. Minutes from the February 11 meeting were pending approval, and have been posted in Blackboard by Keisha. Susan indicated she will post the February 25 minutes. Minutes for this meeting will be recorded by Natasha.

Old Business

- It was asked why we are rolling out the new QEP in Fall 2015 (August) when the offsite SACSCOC committee will not be here until October 2015 to approve. The discussion was that we had to have something in place because the students needed to know about it, and we have to show the process that we are going to implement for the plan. We will modify according to recommendations from that committee.
- A QEP budget was proposed by Susan & Teresa. It was indicated that Title III funding needed to be adjusted based on what was available. Title III is set to end September 2015. Adjustments will have to be discussed since it was initially budgeted to include some of that money past the Sept ‘15 date.
- Regarding Marketing monies, the SGA approved the implantation of the t-shirt idea, where there will be a contest to design shirts or perhaps including the tagline from our QEP on the shirt distributed during Spring Fling in April. Katherine indicated (from Ken’s information) that the logo initially created was just an idea. A graphic designer may be consulted to “tweak” the proposed design. Therefore, the tagline for our QEP is what will be included on the t-shirt from SGA for Spring Fling.
- Regarding the online readiness assessment, if we choose to use SmarterMeasures, it was proposed that we piggy-back on the current contract (from Title III) as to keep the cost down that starting a new one would create.
- Teresa indicated that we were approved by the college to send FOUR people to the summer SACSCOC conference in Orlando. Eight were initially requested by the QEP team.
- It was discussed that we have no money this spring for budget items. Further discussion related to this suggested that we try and use in-house resources when we can to cut down on monies needed. Time could be budgeted within using what/who we already have. Perhaps create a
web link (or use ACCESS-that created our new WCC webpage) for the QEP to get the information out there for knowledge.

- It was discussed that Ken had been asked to possibly budget Ian Griffin for help.
- Shawn asked if we had an idea for the budget goal. More specifically, branding ideas were discussed. Possibly create a website done by a consulting firm (as mentioned above, through Access). Also perhaps market the QEP on hold music played through our campus phone system. If any of these items are desired, we could certainly increase the budget for marketing.
- Funds for QM this spring were brought up, but tabled to a discussion that is to take place between Teresa and Jenny.
- Teresa asked if any additional budget items came up to please let her know by the upcoming Monday, 3/9, as she was meeting with Dr. Proffitt regarding the QEP budget.

**SACSCOC consultant**

- Discussion was had on whether or not we needed to reach out to possible consultants to be the QEP lead for the visiting team in October, or do we just provide a list of people we would like to consider and someone else reaches out. Ultimately the job is upon us to reach out to find someone. It was determined that we need someone proficient in distance learning. Ken was working on names.

**Student retention/readiness for online learning- Susan**

- Three SLO’s have been initially identified:
  - Increase student readiness
  - Increase student knowledge of available resources on distance learning
  - Increase student use of available resources
  - The end goal in mind is for a student to persist and complete individual online courses (this being with a C or higher, or an S)
- It was proposed that we do as the previous QEP did (L2C) by starting with a small cohort of students that would be greatly affected by these objectives (MTE students online for “first time”) then progressively add other elective courses each semester (suggested Humanities or Sociology, high enrollment courses, as done in L2C). Also, Susan would work with Ian to create a QM+++ rubric/course specific for the MTE Online and make sure the standards were followed for all sections of those.
  - Three sections of online MTE’s will run in Fall ’15, which would serve as the initial cohort
  - One SDV course will run as is
  - One SDV course will be offered as a new SDV (called SDV QEP)
  - Then bring in the next group through the QM+++ rubric (with the HUM/SOC courses; high enrollment) to get ready online in Bb shells
  - Spring ’16 all MTE online students would be enrolled in the new SDV QEP, then add another course again
- It was proposed that we NOW identify the most popular courses for the “first time online” student to prepare to add in accordingly

**Student success through implementation of SDV course- Natasha**

- It was deemed that the implementation of SmarterMeasures was now upon this group.
- Remediation will be mandated for students that show the need, or some sort of online learning module will be mandatory.
- Karen Hawkins and Rita Phillips will be most likely teaching these SDV courses.
- Natasha indicated she was researching other community college SDV online course information, and emails had been sent requesting any syllabi available for ideas.
- It was determined that we are going to create a specific SDV course instead of modifying the current.
- More research still needs to be done on best practices for online advising, and possible professional development for advisors as well.

**Faculty/Staff PD to support student readiness for online learning – Rita**

- Two items (one goal, one SLO) were proposed:
  - Through faculty online certification that assures quality and consistency in teaching, WCC “first time” online students will exhibit improved success in their online courses.
  - Student Learning Outcome: Through faculty online certification that assures quality and consistency in teaching, WCC “first time” online students will demonstrate improved satisfaction scores on the WCC Distance Education Survey.
- Courses would be QM certified.
- There was a question of what kind of PD do we want if all classes we will be initially using are already QM certified? It was proposed to possibly have a change in techniques used, or to hold a faculty institute during summer ’16.
- Shawn raised the question (based on conversations at a previous IT meeting) about what could employees of the VCCS take? How many credits per year for free? Is it 6 credits? Does it have to be a VCCS-offered course? This was going to be researched.
- Rita made mention (as in a previous meeting) the TOTAL courses that could be potentially used for PD training for faculty; they were already created and were good courses. Teresa asked Shawn to work with Rita on PD ideas, perhaps being able to create some to offer for our own people.

**New Business**

- It was deemed that larger sub-committees need be formed (especially for Natasha’s group, and Rita’s).
- More would be discussed at the joint division meeting to be held on March 11.

**Regarding upcoming meeting date**

- Next meeting date is set for March 18, 2015.
- It was stressed that a lead QEP evaluator be reached out to ASAP (Shawn will perhaps email Ken with possible ideas). Someone with rural community college experience, and also knowledge of our QEP topic, is desired.
- Then April 15th will be next meeting. We need a rough draft ready by April 29th. It was indicated that significant progress needed to be made within each subcommittee.
- Need to write timeline on topic discussion, and look at crafting best practices that are posted in Bb.
- One day during the May in-service will be dedicated to QEP for general knowledge.