

Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 10/8/19	MEETING TIME: 5 p.m.	MEETING PLACE: Room 209 Gullette Technology Building
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 9/26/19

OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dwayne Ferguson, Professor/Chair - Business, QEP Chair	
P	Teresa Brooks - Dean of Distance & Digital Learning	
N	Don Clinton - VP of Student Services	
P	Roberta Collinsworth, Professor - Mathematics	
N	Jeremy Dorman, Director of Admissions/ Registrar	
N	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	
N	Cancee Lester, Director of Shelby County Operations	
N	Michael Pace, Instructor - School of Energy	
P	Dr. Billy Adams - VP of Instruction Ex-officio member	
P	Natalie Oswalt- Dean of Arts, Sciences & Technology Ex-officio member	
N	Tryphena Walker – Director of Institutional Planning Ex-officio	


AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting		
Old Business:		
New Business:	<ul style="list-style-type: none"> Recommendations from SACSCOC on-site team 	QEP Committee
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	None
New Business:	The meeting was called to order at 5 p.m. by Dwayne Ferguson, chair of the QEP Committee.
Attendance	Five members of the QEP Committee were in attendance. Jeremy Dorman and Don Clinton are driving the SACS team and could not attend the meeting. Cheri Lambert had a family medical emergency. However, all members are being kept in the loop by email and phone call.
Purpose of the meeting	<p>The purpose of today's meeting is to address recommendations expressed by members of the SACSCOC on-site team after the presentation of the QEP on Tuesday, October 8. The team basically had two suggestions for the QEP Committee:</p> <ul style="list-style-type: none"> • Reduce the number of student learning outcomes. • Make sure the assignments that measure the outcomes have <u>concrete</u> answers. <p>The QEP Committee reexamined the eight student learning outcomes listed in the QEP report and debated how reduction of the outcomes might be accomplished. Mrs. Brooks suggested that we drop out the outcomes that are being assessed through IE because they are being assessed in the IE process so that would be covered already. The group agreed that should be done. Dean Natalie Oswald and Dwayne Ferguson suggested we should stick with the objectives that are given to us in the course description which is required by the state. The first sentence of the course description reads as follows:</p> <p>A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning; and application of learning strategies.</p>
Revised student learning outcomes	<p>The first three student learning outcomes are</p> <ol style="list-style-type: none"> 1. Identify and describe theories of learning, cognition, and motivation. 2. Identify and describe factors that impact learning. 3. Demonstrate and apply the use of various learning strategies (e.g., goal setting, time management, organization, and note-taking strategies). <p>The group agreed that these three outcomes are really all we need to be in compliance with the Texas Higher Education Coordinating Board's ACGM and for the QEP student learning outcomes as well.</p> <p>The Committee agreed that these will be the student learning outcomes for the QEP going forward.</p>
Concrete measures of student learning outcomes	<p>The Committee then examined the activities that are currently being used to measure the three outcomes.</p> <ol style="list-style-type: none"> 1. The QEP will use the Preferred Learning Style activity to measure the first student learning outcome. The activity has the student read text, watch a video, and then answer four questions in a quiz. The questions in the quiz were revised so that all have concrete answers that the student will find in the text and/or video and can easily be graded as correct or incorrect by the instructor. 2. The QEP will use the Active Listening activity to measure the second student learning outcome. In this activity, students read text, watch a video, and lists 5 active listening strategies they learned from the text and/or video that they will use during the semester. Again, the five strategies students list as answers have

Submission of revisions to SACSCOC on-site team	<p>concrete answers that can easily be assessed as correct or incorrect by the instructor.</p> <p>3. The QEP will use the Taking Notes activity to measure the third student learning outcome. In this activity, the student reads the text and watches at least one video that demonstrates four note-taking methods. The student is required to pick one of the techniques taught in the chapter and/or video and create notes for the text in Chapter 4, the chapter on note-taking. A rubric has been provided for the student and the instructor so that each knows how many points will be awarded for choosing a notetaking method given in the text/video, for following the format for using that type of notetaking method, for using relevant content from the chapter, and for submitting the notes. Each of the areas in the rubric can easily be evaluated by the instructor as correct or incorrect.</p> <p>The Committee agreed that each of the activities provides concrete measurement of the student learning outcomes as recommended by the SACSCOC on-site team.</p> <p>Members not in attendance have been contacted by email and phone and have approved this course of action for the QEP.</p> <p>Mr. Ferguson will create a document for the SACSCOC team that lists the revised student learning outcomes agreed upon by the committee and includes the corresponding activities that measure each outcome. In addition, the document will include revisions of student success measures which were discussed in the QEP presentation to the on-site team on Tuesday. Dr. Adams will provide the on-site team with a copy of that document along with these minutes on Wednesday, October 9.</p> <p>The meeting was adjourned at 6 p.m.</p>
Committee Decisions:	<ul style="list-style-type: none"> • Revise student learning outcomes • Provide SACSCOC on-site team with revisions and activities measuring success • Provide minutes of meeting to the on-site team
Other:	No date set for the next meeting.

CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson 	DATE: 10/8/19	NEXT MEETING: TBA
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Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 11/18/19	MEETING TIME: 3 p.m.	MEETING PLACE: Room 209 Gullette Technology Building
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 10/8/19

OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dwayne Ferguson, Professor/Chair - Business, QEP Chair	Rebecca Morris – Faculty, Learning Framework
P	Teresa Brooks - Dean of Distance & Digital Learning	
P	Don Clinton - VP of Student Services	
P	Roberta Collinsworth, Professor - Mathematics	
P	Jeremy Dorman, Director of Admissions/ Registrar	
N	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	
P	Cancee Lester, Director of Shelby County Operations	
N	Michael Pace, Instructor - School of Energy	
P	Dr. Billy Adams - VP of Instruction Ex-officio member	
P	Natalie Oswald- Dean of Arts, Sciences & Technology Ex-officio member	
P	Tryphena Walker – Director of Institutional Planning Ex-officio	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting		
Old Business:		
New Business:	<ul style="list-style-type: none"> Review QEP recommendation from SACSCOC on-site team Decide how to proceed with response 	QEP Committee
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	None
<p data-bbox="159 338 334 369">New Business:</p> <p data-bbox="159 428 334 491">Purpose of the meeting</p> <p data-bbox="159 785 363 848">On-site recommendation</p> <p data-bbox="159 907 347 970">QEP Committee response</p>	<p data-bbox="448 338 1487 401">The meeting was called to order at 3 p.m. by Dwayne Ferguson, chair of the QEP Committee.</p> <p data-bbox="448 428 1487 491">The purpose of today's meeting is to review and begin addressing the QEP recommendation made by the SACSCOC On-Site Committee in October.</p> <p data-bbox="448 518 1487 758">At the request of the On-Site Committee, the QEP Committee met on October 8 and reduced the student learning outcomes to three and provided examples of three concrete assessments. A revised copy of the assessment section of the QEP report and documentation was provided to the On-Site Committee. The on-site team indicated they were satisfied with the direction we were taking to revise the assessment section of the QEP. However, Standard 7.2 received the following recommendation from the On-Site Committee:</p> <p data-bbox="534 785 1487 884" style="padding-left: 40px;">The Committee recommends the institution demonstrate its QEP assessment plan gathers and analyzes data of student achievement that aligns with institutional goals.</p> <p data-bbox="448 907 1487 1041">The QEP Committee reviewed the recommendation and other suggestions made by the On-Site Committee and approved implementation their recommendation/suggestions in order to further focus the QEP on student learning and success. The following items will be included in the response:</p> <ul style="list-style-type: none"> <li data-bbox="493 1066 1487 1201">• Revise student learning outcomes. The on-site team was satisfied with the three revised student learning outcomes the QEP Committee presented to them at the site visit. The student learning outcomes will be revised in the QEP report as follows: <ul style="list-style-type: none"> <li data-bbox="586 1226 1455 1257">○ Identify and describe theories of learning, cognition, and motivation. <li data-bbox="586 1262 1227 1293">○ Identify and describe factors that impact learning. <li data-bbox="586 1297 1487 1367">○ Demonstrate and apply the use of various learning strategies (e.g., goal setting, time management, organization, and note-taking strategies). <p data-bbox="534 1381 1487 1486">The Committee will strengthen this section of the revised QEP Report and in the response. The response needs to include how student learning objectives are tied to institutional goals. Development of a rubric might be helpful here.</p> <ul style="list-style-type: none"> <li data-bbox="493 1507 1487 1612">• Revise student success measures. Student success measures will be revised in the QEP report to eliminate redundant goals and those not measurable by the institution. <li data-bbox="493 1633 1487 1913">• Develop more ambitious student success growth targets. The on-site team suggested that the QEP Committee revisit the 3% and 2% goals for increasing student retention and completion respectively. The Committee agreed that each of the student success goals should be increased to 5%. Data from Fall 2019 LF courses will be used to set the course completion base percentage since the course was revised after the pilot year and this is the first offering of the new version of the course. This new percentage will give the QEP a more realistic percent to start from.

Data collection


- **Do not include HSN majors in the QEP assessment.** Health sciences students (other than Medical Assisting) do not take the Learning Framework course; instead similar student learning goals are embedded in an orientation session or in the program’s curriculum. At the suggestion of the On-Site Committee, the health sciences programs that do not include Learning Frameworks will not be measured by the QEP in order to provide consistency of data. Instead, student learning will be measured by the individual health sciences programs, and results will not be included in the QEP Impact Report.
- **Do not include dual credit students in the QEP assessment.** The QEP will disaggregate data collected in the study identifying dual credit students. Dual credit students will not be included in data used toward student learning and success goals in the QEP study since some may choose colleges other than Panola College to continue their collegiate education or may not attend college at all.
- **Collect data for only fall cohorts.** Since the College will offer very few sections of LF in the spring and summer, the QEP Committee decided to measure only fall cohort data. Again, this method will focus the study on incoming first-semester/first-year students and will provide consistency to the data collection and reporting process each year.
- **Disaggregate the data further.** In order to see where more significant gains are needed, the data collected for the QEP will be disaggregated by delivery (face-to-face or online), gender, ethnicity, Pell, dual credit, and major. The Impact Report will include disaggregated data/charts and improvements resulting from the data.
- **Report to constituents.** The response needs to include information about how the institution will collect data and then report incremental results to its constituents. The QEP Director will report results at each fall convocation, send information to institutional employees through email, and post an annual report on the QEP web page so constituents will be continually informed with regard to the progress of the QEP and any changes that are made.

LF course revision

Mr. Ferguson will collect data from the Learning Framework instructors at the end of the fall semester. Data to be collected includes exported grade reports, final grade reports (showing dual credit students), and pre- and post-course surveys. Data will be entered in the qep_tracking_data.xlsx file and disaggregated by delivery (F2F or online), gender, ethnicity, Pell, dual credit, and major. Results for Fall 2019 will be presented to the institution and the community at the Spring 2020 convocation and on the College website.

Mrs. Morris, Mrs. Lester, and Mr. Ferguson stayed after this meeting dismissed to discuss revisions to the LF course. Mrs. Morris stated that activities that had two types of submissions (for example, an upload of a file and an essay reflection) resulted in a number of students only submitting half of the assignment. Mrs. Morris will revise the Learning Framework (LF) course so that students have to submit only one way per activity so that this will not be a barrier to them completing the assignment and will not negatively affect grades in the course. Mrs. Morris will also contact the other LF instructors in January to provide them with access to the revised LF course. Mr. Ferguson also asked Mrs. Morris to include the following four student satisfaction questions to the end of the post-course survey.

	<ul style="list-style-type: none"> • Overall, I was satisfied with the Learning Framework course. (Yes/No or Strongly agree, Agree, Neutral, Disagree, Strongly disagree) • What did you find most valuable about the course? • If you could tell the next group of first-year college students one thing about how to be successful in college, what would that be? • What one change would you make to the Learning Framework course? <p>Mr. Ferguson will begin work on revision of the QEP Report and a response to the On-Site Committee recommendation. Both documents with corresponding documentation will be submitted to Tryphena Walker in January 2020 for submission to SACSCOC in March 2020.</p> <p>The meeting was adjourned at 4 p.m.</p>
Committee Decisions:	<ul style="list-style-type: none"> • Revise the QEP Report to include three student learning outcomes and a 5% increase for student success goals. • Submit revised QEP Report, response, and documentation to Tryphena Walker for submission to SACSCOC. • Revise the Learning Framework course. • Collect Fall 2019 LF data, analyze the results, and report to constituents.
Other:	No date set for the next meeting.

CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson 	DATE: 11/18/19	NEXT MEETING: TBA
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Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Cathy Singletary		
MEETING DATE: 1/23/19	MEETING TIME: 1:15 p.m.-2:15 p.m.	MEETING PLACE: Media Room
RECORDER: Cathy Singletary		PREVIOUS MEETING: 11/29/18

OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dr. Cathy Singletary, Professor, QEP Director	
P	Dr. Billy Adams - VP of Instruction	
P	Teresa Brooks - Dean of Distance & Digital Learning	
P	Don Clinton - VP of Student Services	
P	Roberta Collingsworth, Professor - Mathematics	
P	Jeremy Dorman, Director of Admissions/ Registrar	
P	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	
P	Cancee Lester, Director of Shelby County Operations	
P	Natalie Oswald- Dean of Arts, Sciences & Technology	
P	Michael Pace, Instructor - School of Energy	
P	Tryphena Walker, Director of Institutional Research and Planning	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting		
Old Business:	<ul style="list-style-type: none"> None 	
New Business:	<ul style="list-style-type: none"> Summarize briefly revisions to EDUC/PSYC 1100 Learning Framework Review evaluation tool Discuss faculty involvement in implementation Discuss discipline connections Identify next steps 	Cathy Singletary

Other:		
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MINUTES

Key Discussion Points	Discussion
Old Business:	None
New Business: Discussion	<p>The chair called roll for the meeting. Previous minutes are in the shared QEP Google Folder for editing, corrections, and approval.</p> <p>The committee discussed the following items:</p> <ul style="list-style-type: none"> • Revision of curriculum within EDUC/PYSC 1100 Learning Framework. Shared brief summary of changes made and review critiques that led to those changes. • Answered questions pertaining to OER use since Learning Framework was one of the first courses to utilize a supported OER for text and materials. • Committee discussed future considerations including release of company provider should Panola’s policy about OER use require transition to a pure OER as defined by the campus. • Reviewed the definitions established for persistence and retention. • Discussed evaluation criteria for QEP in relation to planning and implementation efforts. • Informal faculty feedback about QEP professional development held during Spring Convocation indicated positive outcomes. Specific outcomes, such as increased faculty awareness of QEP benefit to students or improved communication between faculty and students were deemed beneficial at the College constituency level. • Examples were shared of potential faculty involvement in curriculum planning at a cross-discipline level. Discussion ensued and research was presented to suggest best practices. <p>The meeting was adjourned at 2:15 p.m.</p>
Committee Decisions:	<ul style="list-style-type: none"> • Don Clinton will communicate with faculty advisors of the Green Jackets and Phi Theta Kappa and selected student organizations at Panola College. Faculty advisors will each identify one student representative to serve as student representatives for Spring 2019 semester. Since this was the first meeting for this semester, students had not been identified yet. • Plan faculty and staff professional development to be held during Fall 2019 Convocation week. Cathy Singletary and Cheri Lambert will develop key items and will present ideas for consideration at the February meeting. • Discussed next steps in QEP and our immediate need to develop questions for upcoming meeting with Dr. Hardt. Informal discussion among members will continue.
Other:	

CHAIRPERSON SIGNATURE (or designee): Dr. Cathy Singletary	DATE: 1/23/19	NEXT MEETING: 1/30/19
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Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Cathy Singletary		
MEETING DATE: 1/30/19	MEETING TIME: 1:15 p.m.-2:15 p.m.	MEETING PLACE: Media Room
RECORDER: Cathy Singletary		PREVIOUS MEETING: 1/23/19

OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dr. Cathy Singletary, Professor, QEP Director	
P	Dr. Billy Adams - VP of Instruction	
P	Teresa Brooks - Dean of Distance & Digital Learning	
P	Don Clinton - VP of Student Services	
P	Roberta Collingsworth, Professor - Mathematics	
P	Jeremy Dorman, Director of Admissions/ Registrar	
N	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	
P	Cancee Lester, Director of Shelby County Operations	
P	Natalie Oswald- Dean of Arts, Sciences & Technology	
N	Michael Pace, Instructor - School of Energy	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting		
Old Business:	<ul style="list-style-type: none"> None 	
New Business:	<ul style="list-style-type: none"> Examine and question QEP components as presented by Dr. Hardt Review evaluation tool Ask questions of Dr. Hardt 	Cathy Singletary
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	None
New Business: Discussion	<p>The chair called roll for the meeting. Previous minutes are in the shared QEP Google Folder for editing, corrections, and approval.</p> <p>The committee discussed the following items:</p> <ul style="list-style-type: none"> • Reviewed the five components of a QEP in relation to expectations from the Principles of Accreditation. • Discussed evaluation criteria for QEP in relation to planning and implementation efforts. • Identified broad areas for focused attention. • Discussed adequate progress in development of initiative. • Noted foundational questions in development of assessment plan. • Clarified results to be obtained if deciding to submit optional document. <p>The meeting was adjourned at 3:30 p.m.</p>
Committee Decisions:	<ul style="list-style-type: none"> • Cathy Singletary will complete 3-4 page optional submission for review by SACSCOC committee.
Other:	

CHAIRPERSON SIGNATURE (or designee): Dr. Cathy Singletary	DATE: 1/30/19	NEXT MEETING: TBA
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Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 4/18/19	MEETING TIME: 2 p.m.-3 p.m.	MEETING PLACE: Room 209 Gullette
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 1/30/19

OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dwayne Ferguson, Professor/Chair - Business, QEP Chair	Jessica Pace - Director of Institutional Advancement, QEP Promotion Committee Chair
N	Dr. Billy Adams - VP of Instruction	Paige Bussey - Secretary to the Dean of Arts, Sciences & Technology
P	Teresa Brooks - Dean of Distance & Digital Learning	Rebecca Courtney - College Store Manager
P	Don Clinton - VP of Student Services	Charlene Johnson - Educational Technology Coordinator & Webmaster
P	Roberta Collingsworth, Professor - Mathematics	Shay Joines – Library Public Services Assistant
P	Jeremy Dorman, Director of Admissions/ Registrar	Brian Naples – Professor, Government
N	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	Kelly Reed-Hirsch, Dean of Health Sciences
P	Cancee Lester, Director of Shelby County Operations	
N	Natalie Oswald- Dean of Arts, Sciences & Technology	
P	Michael Pace, Instructor - School of Energy	
P	Tryphena Walker – Director of Institutional Planning (by email)	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Minutes available on QEP web page	
Old Business:	<ul style="list-style-type: none"> None 	
New Business:	<ul style="list-style-type: none"> Revision of Learning Framework course <i>A Mind at Work</i> article Email LF instructors to collect IE data Collect Spring 2019 data from J Dorman Write the QEP report Hire a reviewer QEP promotion 	Dwayne Ferguson

Other:		
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MINUTES

Key Discussion Points	Discussion
Old Business:	None
New Business:	Mr. Ferguson opened the meeting at 2 p.m. thanking the members for attending. The QEP Promotional Committee also joined us since they were also having their meeting at 2 p.m. today.
Revising Learning Frameworks Course	Mr. Ferguson explained that he is in the middle of revising the Learning Framework course to reduce the number of assignments to be more in line with a 1-hour class. The course will now use the OER text <i>College Success</i> from the University of Minnesota. The chapters have been stripped from nearly 500 pages to 134 pages so students would need to read approximately 12 pages per chapter. The chapters have been adapted for Panola College so that the text tells about our campus, facilities, procedures, etc. The chapters are ADA compliant; graphics and tables now have ALT-text so the .pdf chapters can be read by Adobe Reader. He still needs to finish the quizzes, self-assessments, and assignments; the goal is to have it complete by May 10. Shay Joines has created a Know Your College video for the Library and Mr. Ferguson wants to create videos for areas on campus such as Student Success, Financial Aid, Academic Advising, etc. The videos would be included in appropriate modules in the LF course.
Review of article	<p>Tryphena Walker sent members of the Executive Council an article entitled <i>A Mind at Work: Maximizing the Relationship Between Mindset and Student Success</i>. The article looks at students who have a fixed mindset versus a growth mindset. Students who have a fixed mindset feel like they can't increase their intelligence in certain subjects and get derailed by any little setback causing them to withdraw, fail a class, or drop out of college altogether. The data that Mrs. Walker summarized showed that in pretty much every category, Panola College has similar data as the nation with regard to the following CCSSE questions:</p> <ul style="list-style-type: none"> • Do you have the potential to change your intelligence? • Do you have confidence in your abilities? • Do you think your college work is preparing you for future success? • Do you feel like an accepted member of your college community? <p>There were two questions Panola College students scored low, but again it matched the national data. The two questions were</p> <ul style="list-style-type: none"> • In Math, I can change my intelligence a lot. • I can do well on tests, even when they are difficult. <p>One of the ways the article suggests helping students to develop a <i>positive academic mindset</i> is through a college success course like Learning Framework. The chapters in the course tell students over and over that they can be successful in their classes and gives them tips for how to grow. Mr. Ferguson would like to put a survey similar to the CCSSE questions at the beginning of the LF course and maybe repeat it at the end so student can see how much they have progressed.</p>
Collect LF IE data	Mr. Ferguson will email the LF instructors teaching Spring 2019 next week and have them turn in IE data before they leave for the summer. Jeremy Dorman will be able to provide LF course grades/data at the end of the Spring 2019 semester.

<p>Write the QEP report</p> <p>Reviewer</p> <p>Promotional team</p>	<p>Mr. Ferguson will start writing the QEP report at the end of the semester. Basically, he has created an outline, a shell of a report, and an instrument for tracking LF student data and success points. The LF course should be one of the best promotional tools we have on campus. In the course, students will be required to meet with an advisor and hopefully will feel confident enough to take another course in their field of study. Students who get off track during the semester can be refocused by their LF instructor or by an advisor/counselor.</p> <p>Dr. Adams is working on getting a reviewer from BBCC who has experience with this type of QEP report. The report should be finished by July 1 and sent off to the reviewer. That will give us a little time to clean it up before we submit it.</p> <p>Jessica Pace, Chair of the QEP Promotional Committee, gave the committee an overview of what they have planned for promoting the QEP when faculty and staff and students come back in August. After the meeting the QEP Promotional Committee met further to solidify plans for fall. The group plans to give away wrist bands, planners, and magnetic bookmarks with the Frame your future logo. Brian Naples and the team are working on signage and videos. They have Spirit Week planned just before the SACSCOC team visit with four days of events that coincide with what students are learning in the LF course (Motivation Monday, Time Management Tuesday, What Do You Want to Be Wednesday, and Treat Yourself Thursday). The team has a good plan for reminding faculty and staff and introducing students to the QEP.</p> <p>The meeting was adjourned at 3 p.m.</p>
<p>Committee Decisions:</p>	<ul style="list-style-type: none"> • Finish revising LF course by May 10. • Collect IE data from instructors. • Create database of LF student data. • Finish writing the report by July 1. • Have the report reviewed by an outside source; make changes where necessary. • Promotional team will continue executing their plan to promote the QEP.
<p>Other:</p>	<p>No date set for the next meeting.</p>

<p>CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson</p>	<p>DATE: 4/18/19</p>	<p>NEXT MEETING: TBA</p>
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Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 8/15/19	MEETING TIME: 2:30 p.m.-3:30 p.m.	MEETING PLACE: Murphy-Payne Room - Library
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 4/18/19

OTHERS PRESENT


P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dwayne Ferguson, Professor/Chair - Business, QEP Chair	Reanna Hart, Recruitment and Completion Coordinator
N	Teresa Brooks - Dean of Distance & Digital Learning	Kelly Reed-Hirsch, Dean of Health Sciences
P	Don Clinton - VP of Student Services	Kelli Vicars, Admissions/Records Office Coordinator
P	Roberta Collingsworth, Professor - Mathematics	
P	Jeremy Dorman, Director of Admissions/Registrar	
P	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	
P	Cancee Lester, Director of Shelby County Operations	
P	Michael Pace, Instructor - School of Energy	
P	Dr. Billy Adams - VP of Instruction Ex-officio member	
P	Natalie Oswalt- Dean of Arts, Sciences & Technology Ex-officio member	
P	Tryphena Walker – Director of Institutional Planning Ex-officio	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Minutes available on QEP web page	
Old Business:	<ul style="list-style-type: none"> None 	
New Business:	<ul style="list-style-type: none"> Review QEP report Printing QEP report Put report on flash drive and submit to SACSCOC On-site prep questions for committee 	Dwayne Ferguson
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	<ul style="list-style-type: none"> • Finish writing the QEP report
<p>New Business:</p> <p>Draft of QEP</p> <p>Peer review</p> <p>SACSCOC Summer Institute</p> <p>On-Site Prep Questions</p>	<p>This meeting was called as part of the SACSCOC on-site preparation review that has been going on all week at Panola College. The current members of the QEP Committee and members from the previous committee were invited to attend.</p> <p>Mr. Ferguson emailed a draft of the QEP report to QEP Committee members and Instructional Council in June. He hand delivered a copy of the report on flash drive to Dr. Powell and Dr. Adams. Each was asked to read the QEP draft and to make suggestions for corrections and format of the document. Several people made suggestions for correcting wording in the document and Mr. Ferguson made those corrections to the QEP report.</p> <p>Mr. Ferguson relayed to the committee that peer reviewer, Dr. Gemma Frock, from Georgia finished reviewing the QEP draft in late July and made a number of suggestions which were incorporated into the narrative of the document. At the SACSCOC Summer Institute, Mr. Ferguson learned that the timeline and the budget should be extended out 5 years. Also, the section covering advising personnel duties and the number of students who are advised by each advisor needed to be strengthened. Don Clinton supplied Mr. Ferguson with exact information on each advisor’s duties and how many students they advise and it was added to the report.</p> <p>The QEP was published and delivered to Panola College on August 9 and will be mailed to the on-site committee and SACSCOC VP on August 19.</p> <p>Mr. Ferguson asked a number of questions of the group to prepare for the On-Site visit. All of the attendees participated in answering possible on-site questions. Mr. Ferguson reviewed the organization of the QEP report and the group used that as a preparation tool as well. Each member of the QEP committee was provided a copy of the QEP report.</p> <p>Roberta Collingsworth suggested we use something similar to the quiz in convocation to stimulate student interest in the QEP this semester. The quiz could even be used like the syllabus verification. Mr. Ferguson will check to see what Jessica Pace and the QEP Promotional Committee will be doing so we don’t interfere with their plans.</p> <p>The meeting was adjourned at 3:30 p.m.</p>
Committee Decisions:	<ul style="list-style-type: none"> • Mail the QEP report and flash drives to the On-Site Committee and SACSCOC VP. • Prepare for the on-site visit.
Other:	No date set for the next meeting.

CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson 	DATE: 8/15/19	NEXT MEETING: TBA
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Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 9/26/19	MEETING TIME: 3 p.m.	MEETING PLACE: Room 209 Gullette Technology Building
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 8/15/19

OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dwayne Ferguson, Professor/Chair - Business, QEP Chair	Jason Cook – IT Services, Database Administrator/Programmer
P	Teresa Brooks - Dean of Distance & Digital Learning	Rebecca Morris - Learning Framework Professor
N	Don Clinton - VP of Student Services	Nathan Pinkston – Student/Learning Framework
P	Roberta Collinsworth, Professor - Mathematics	Rachel Powell – Student/Green Jackets
P	Jeremy Dorman, Director of Admissions/Registrar	
P	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	
P	Cancee Lester, Director of Shelby County Operations	
P	Michael Pace, Instructor - School of Energy	
P	Dr. Billy Adams - VP of Instruction Ex-officio member	
P	Natalie Oswalt- Dean of Arts, Sciences & Technology Ex-officio member	
N	Tryphena Walker – Director of Institutional Planning Ex-officio	

AGENDA


Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting		
Old Business:	<ul style="list-style-type: none"> QEP presented to Board of Trustees on August 26 On-site prep questions for QEP committee 	Dwayne Ferguson
New Business:	<ul style="list-style-type: none"> Recognize student representatives from SGA and the LF class SACSCOC on-site team 	Dwayne Ferguson

	<ul style="list-style-type: none"> • Review of QEP prep questions • Print and digital copies are ready for SACSCOC team • QEP on flash drive for committee • Finish on-site visit PPT • Assign parts for Q&A at visit 	
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	QEP prep questions and answers for the on-site visit were emailed to all full-time and adjunct faculty and staff on September 23. In order to prepare for the on-site visit, Jessica Pace will conduct a contest for the week beginning September 30 where a prize patrol asks QEP questions of faculty and staff and they win a prize if they answer correctly. The questions and answers have been posted to the College's QEP web page by Texas Reardon so all PC constituents will be informed of the progress of the QEP.
New Business:	The meeting was called to order at 3 p.m. by Dwayne Ferguson, chair of the QEP Committee.
Minutes approved	Minutes from last meeting were approved with a motion from Jeremy Dorman and a second from Michael Pace.
Recognition of student representatives	Leading up to the meeting, Mr. Ferguson asked Jody Harris, Student Activities Director, if he would ask a student officer in the Student Government Association (SGA) to attend today's meeting. Rachel Powell from SGA and the Green Jackets is present at the meeting today. In addition, Mr. Ferguson asked Rebecca Morris to attend the meeting and bring students from her Learning Framework course; Nathan Pinkston was able to attend the meeting. Both Nathan and Rachel are currently in the Learning Framework course.
Review of QEP prep questions	The committee and guests were provided a copy of QEP On-Site Prep with Answers as a tool for preparing for the on-site visit.
Print and digital copies ready	Print and digital copies of the QEP have been mailed to the SACSCOC On-Site team. Extra copies are ready for the on-site and hotel work rooms.
Preparation of QEP Committee and constituents underway	The QEP committee has been provided a print copy of the QEP and a digital copy with links to document in the narrative. The entire QEP report and preparation documents are available on the College QEP website. Jessica Pace, chair of the QEP Promotional Committee, will be going around campus as a Prize Patrol next week to help faculty and students prepare for the on-site visit.
On-site evaluation process	Mr. Ferguson informed the group that Mr. Robert Alexander from Bossier Parish Community College would be the QEP Lead Evaluator on the on-site team. Dr. Billy Adams explained how the on-site visit would be scheduled with respect to the QEP. Everyone on the QEP Committee and QEP Promotional Committee will need to be available to meet with the on-site team at 1 p.m. on Tuesday, October 8 in the Ballroom. Mr. Ferguson will present the QEP and ask members of the committee to explain our QEP process.
Finish on-site visit PPT	The PowerPoint for the QEP presentation is almost finished. A copy will be emailed to QEP Committee and posted to the website early next week.

<p>Assign parts for Q&A at visit</p>	<p>Ms. Hoover, chair of the on-site team, has requested that Mr. Ferguson present the QEP to the on-site committee having team members explain the QEP process. All committee members will participate in that meeting. Some areas that might be covered in detail include the following:</p> <p>Strategic planning meetings and process – Dr. Billy Adams</p> <p>Who was surveyed and how was the survey conducted? – Teresa Brooks</p> <p>How did we come up with the title FRAME² your future? – Natalie Oswald</p> <p>Describe the QEP Committee’s formation and function? – Kelly Reed-Hirsch</p> <p>Has the QEP had broad-based support and participation from PC constituents? – Don Clinton and Michael Pace</p> <p>Give some details about how you are teaching the Learning Framework course (teaching methods/self-assessments/written reflection/videos) and how students are responding to the curriculum – Rebecca Morris, Cancee Lester, and students</p> <p>Did we incorporate what we learned in literature into our first-year experience? – Everyone</p> <p>Since PC students struggle with math and test-taking, what are we doing to help these students in the LF course and on campus in general? – Roberta Collinsworth</p> <p>How are we going to intervene when students start to get off track? – Teresa Brooks (Dropout Detective) and Jeremy Dorman (First Alert Program)</p> <p>What are the student learning outcomes for the QEP? Where did they come from and how are they measured? – Rebecca Morris</p> <p>What are the student success outcomes for the QEP and how will they be measured? – Dwayne Ferguson</p> <p>What are some other initiatives going on at the college and in the state that help improve student success? – Dr. Billy Adams and Natalie Oswald</p> <p>How are the health sciences measuring outcomes for the QEP? – Cheri Lambert</p> <p>How will we collect data from instructors for the student learning outcomes? – Rebecca Morris and Cancee Lester</p> <p>How will we collect data for student success? – Dwayne Ferguson and Jason Cook</p> <p>Will the QEP itself be assessed in the IE process? – Roberta Collinsworth (anyone else on IE Assessment Committee)</p> <p>The meeting was adjourned at 4 p.m.</p>
<p>Committee Decisions:</p>	<ul style="list-style-type: none"> • Committee members will attend the meeting at 1 p.m. on Tuesday, October 8 in the Ballroom prepared to present the College’s QEP and process to the SACSCOC on-site team.
<p>Other:</p>	<p>No date set for the next meeting.</p>

<p>CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson</p> 	<p>DATE: 9/26/19</p>	<p>NEXT MEETING: TBA</p>
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