

QEP Leadership Committee
April 26, 2010 Minutes

Members Present

Karen Downey, Pat Sanger, Cammy Guggisberg, Chris Chance, Bill Lewis, Dwight Rhodes, Jerod Butcher, Johanna Hume, Julia Theato, Lynn Goswick, Nikki Thompson.

Not Present

Manuela Imthurn

Documents Distributed

Agenda, QEP student survey report, QEP faculty survey report, initial tally of faculty comments/draft rubric for evaluation, community survey postcard information.

I. Achieve the Dream

Chris discussed the last Achieve the Dream meeting with the grant's advisors. He stated that they advised ACC to involve the community and continue with current activities. There was some discussion of QEP, and the advisors thought the ACC process was going well.

II. QEP Written Report

Karen stated that Linda Matteson has been approached to be the main writer for the QEP report. Members will write up individual sections and Linda (if chosen) will compile and write the full report.

III. Faculty Surveys

Top skills sets were as follows: Reading, writing, study skills, technology and critical thinking. The committee stressed that the QEP needs to be focused. Also, the most frequently chosen issue in the surveys does not necessarily need to be the final QEP. The final topic must have broad support and be measurable, but it does not have to rank in the top position.

The committee noted that many of the skill sets mentioned in the faculty survey were being addressed by Achieve the Dream such as study skills, critical thinking, tutoring, personal responsibility, etc.

IV. Student Surveys

Julia discussed that in her classes there was quite a bit of confusion with the QEPs and faculty surveys. However, Pat noted that the rate of response was quite good. They have received 6000 responses so far. So apparently, the initial confusion did not cause a low participation rate. The committee will be given the PDF pages of the surveys. IE will analyze the scantron data; the committee will evaluate the written comments.

V. Community/Alumni Survey

Lynn and Cammy discussed the need to have the postcard be brief and eye-catching. The committee agreed that, as they are the experts, they should design the postcard as they see fit. Bill Lewis agreed to help. Any information that is left off the postcard (such as details about the QEP), will be added to the survey in surveymonkey.com. It was also decided that the community link won't be put on the ACC homepage as this could cause confusion among faculty, staff and/or students.

The laptop which will be given away will cost approximately \$400.00. Employees of ACC will not be eligible for the drawing.

The postcard should be in area homes no later than June 10, 2010. The deadline for taking the survey and registering for the drawing will be June 20, 2010.

VI. Assignments

Committee members will be receiving their student surveys soon and should have their analysis/evaluations completed and sent back to Karen by May 6.

VII. Next Meeting

Friday, May 7 @10:00. At this meeting, the committee will discuss the student surveys.