QEP Committee Meeting
April 08, 2011 Minutes

Members Present
Chris Chance, Dwight Rhodes, Manuela Imthurn, Dena Faust, Linda Matteson, Johanna Hume
Not Present
Karen Downey, Bill Lewis, Jarrod Butcher, Rhonda Boone

The purpose of this meeting was to review Linda's revised draft of the QEP report.

History of the college
There were no suggestions to the narrative. Chris will talk with Tom Bates, John Bethscheider, John Duke and others to get information regarding our past experiences and success with SACS. He will write up this addition as well as formulate a timeline of ACC's history.

Johanna will write out the mission statement, the historical statement for the college and any other pertinent historical information to be included in the appendix.

History of Distance Education
Dena will find the dates that ACC began offering distance classes. No other suggestions were made.

Pre-QEP Team
Dwight suggested that we list the committee members and their disciplines.

Overview of Topic
Dena will ask Pat about the 6,000 responses. Obviously, many students submitted evaluations more than once. However, Pat may have a good way to explain the process and numbers.

Johanna found the graphs that will explain the numbers and ratings for faculty and student surveys. She sent these via e-mail to Karen and the members present at the meeting.

The committee decided that the report did not need to explain why study skills or reading were not chosen as topics. Technology had high ratings in all the surveys, and areas in the rest of the report give significant justifications for choosing this topic.

It was mentioned that a blanket PR campaign regarding the topic would be needed shortly before the SACS visit.

Goals and Objectives
The BB orientation modules are in a different order in this section compared to the strategies section. The order will be slightly changed.

The committee decided to drop OCDP in favor of the widely used Course Management System (CMS). This will need to be changed throughout the report.

Manuela's graph (already created) regarding goals, objectives and sub-objectives will be included.

Assessment
The committee suggested that some explanatory charts and tables need to be embedded into the document. All other data should be placed in the appendix.

The committee decided that "hybrid courses" needed to be dropped completely from the direct measures section. Dena said that only the online courses will be directly tracked. "Hybrid" and "web enhanced" can remain in the indirect goals.

There was some confusion regarding the dates of the 5 years of pre-orientation data. In the current document, Spring 2008 is the start date for collection of data. The committee suggested that Fall 2007 would be the appropriate start-date. However, this suggestion will be run by Karen in case the committee has misunderstood the time-line.

Dena will get the data (pass/fail/completion rates since Fall 2007).

In the indirect measures section, Dena suggested we use the statement "any students and faculty using the CMS" instead of using the specific terms online, hybrid and web-enhanced.

Expected Outcomes
It was decided to leave in the specific questions listed here even though the previous sections were more generalized. There was another discussion about the Fall 2007 vs. Spring 2008 start date in terms of collecting data.

Budget
The narrative was not changed. However, this section will need tables with concrete (albeit preliminary) numbers. Bill and/or Chris will be taking Bill's budget to Drew to tighten up the numbers and have tables/charts created.

The difference between *real* costs and *absorbed* costs was also discussed. The committee stressed that by using absorbed costs when discussing salary, Dena's additional responsibilities are not truly being reflected in the budget. The only costs to the institution at this point will be: DE student worker, travel, training, marketing, supplies.

The committee would like the report to be specific in reflecting the *absorbed* costs to the institution and to the DE department in particular.

Literature Review
Johanna will meet with Linda next Tuesday to discuss this section.

TASKS AND RECAP

Appendix
Information to be included at this point:
1. Blackboard terminology (Dena)
2. School terminology (not assigned)
3. Mission statement, historical statement (Johanna)

4. Timeline of ACC history (Chris)

To be embedded with sections
1. Chart of goals, objectives, sub-objectives (already created, Manuela will send to Linda)
2. Charts of faculty and student surveys (Linda has)
3. Pass/fail/withdrawal rates (Dena will get from Pat)
4. Historical SACS info (Chris)
5. Budget numbers/tables (Chris and Bill)
6. Decision made on using Fall 2007 or Spring 2008 (Karen)
7. List of committee members and their disciplines to Pre-QEP section (not assigned)

Deadlines and Next Meeting
Chris emphasized that all committee members need to continue to read and review the document. Any small changes in usage should be sent to Linda. However, the committee needs to continue to identify weaknesses and missing information. In particular, members should be alert to any additional information that could be included in the appendix.

All tasks should be completed by April 25. All new sections, charts, tables, etc. need to be e-mailed to Karen by this date. Linda will make the revisions and send them out to the committee for another review.

The next meeting will be the day of graduation, **Tuesday, May 10 @4:00**. The committee will probably meet upstairs at Joe's for an early dinner and review of the report before graduation duties begin.