

QEP Leadership Meeting February 18, 2011 Minutes

Members Present: Karen Downey, Pat Sanger, Nikki Thompson, Dena Faust, Johanna Hume, Drew Nelson, Rhonda Boone, Chris Chance, Jerrod Butcher, Dwight Rhodes, Manuela Imthurn, Linda Matteson

Not Present: Bill Lewis, Lynn Goswick, Jason Nichols

Visiting Team

Dena will work on getting our QEP expert for the SACS' team visit in September. She already has someone in mind. The committee will send the report to this person by this summer. Drew also mentioned that one of his contacts in Dallas may be able to act in an advisory capacity.

Course Delivery System Orientation

The committee decided that all students will take the orientation the first semester. In subsequent semesters, students new to ACC will take the orientation. This will be easier to track; in addition, Dena will be launching Blackboard 9, so it will be a new system for everyone.

Although this will be a large group, smaller cohorts can be segmented for reporting purposes later.

The committee found out from Irene Robinson that students who take the orientation can be flagged by the system. They can be blocked from registration the following semester if they do not take the orientation. It was decided that the QEP would propose making the orientation mandatory, not merely encouraged. Irene will be contacted about consequences and wording.

Timeline

Development and implementation of the orientation was discussed at length. The committee decided on the following timeline based upon Dena's suggestions:

1. Summer/Fall 2011: Dena will be looking for student interns to help with the design of the orientation.
2. Spring/summer 2012: Dena and her intern(s) will develop the orientation.
3. Summer/fall 2012: Faculty will be trained on the new system and will test the orientation. Student focus groups will be assembled to test the orientation.
4. Spring 2013: Blackboard 9 (ILearn) will go live. The orientation will be implemented at the same time.

Orientation Modules

Students will have to work through one module successfully before advancing to the next. That will translate into students having to "pass" the orientation with 100%.

Tracking

A lengthy discussion was held regarding tracking. The committee will use both hard and soft data in the reports. Questions will be added to course/faculty surveys completed by students at the end of semesters, and faculty and support staff will be surveyed. In addition, pass/fail and withdrawal rates will be compared to historical data.

It was suggested that it would be helpful if students could save or print out a “snapshot” of their completion certificate to submit to faculty, much like turnitin.com has a time/date stamp. This may increase completion rates.

Pat will take care of tracking.

Tasks/Next Meeting

All sections need to be written up and submitted to Karen prior to the next meeting which is Friday, March 4 @8:30.