

## **QEP Leadership Meeting January 28, 2011**

**Members Present:** Karen Downey, Chris Chance, Dwight Rhodes, Jerrod Butcher, Manuela Imthurn, Linda Matteson, Johanna Hume, Bill Lewis

**Not Present:** Dena Faust, Lynn Goswick, Rhonda Boone, Jason Nichols

### **Board Meeting**

Karen briefly discussed the Board meeting of January 27 where she made a presentation updating the Board on the progress of the QEP.

### **Budget**

Bill Lewis discussed the information contained in the budget chart. The main expenses will be coming out of IT, IE and DE in terms of percentage of these departments' responsibilities that will be devoted to the QEP. The bulk of this figure is composed of salaries, benefits, time, etc. DE, for example, has projected that 30% of the departmental duties will be dedicated to the QEP annually. It is unknown at this time if David Goza's full-time position in DE will become permanent. Other expenses include Blackboard training/professional development for faculty and a student worker for the Distance Education Department.

The board and the entire college are, of course, extremely concerned with the budget cuts that will be mandated by the Texas Legislature. However, it is not expected that the QEP will require new full-time positions.

Drew is committed to the marketing portion of the QEP budget, as well as off-campus Blackboard training.

Money may also be available through the Professional Development Committee in terms of workshops.

Bill mentioned that it is very difficult for faculty to focus on training when it is given on-campus. Off-campus training is much more effective in terms of learning software.

Although all faculty will need initial and on-going training with Blackboard, a need for faculty experts in Blackboard was also discussed. A small group of well-trained faculty may be able to take pressure off of DE.

### **Objectives**

The committee had a lengthy discussion about the objectives chart that Karen developed. The committee stressed the need for good marketing regarding the orientation objectives and mandates. It was suggested that the Marketing Department and ESC be the "front-line" in terms of advising students of the orientation requirement. However, just as significant will be information in WebACCess since so many students register online. Pop-up messages regarding Blackboard orientation should be seen by students in WebACCess during the registration process.

The committee decided that students taking online, hybrid and web-enhanced classes will be the groups expected to take the orientation. In other words, all students must take the orientation (or test out) before logging in to Blackboard.

At this point there is no “web-enhanced” designation for web-enhanced classes, as there are designations for hybrid and Internet classes. If web-enhanced classes could be designated in the course catalog and could then be tagged in the system, a large percentage of students will be targeted with the initial orientation. Chris mentioned that hybrid classes are now segregated in the course listings. This seems to have a significant negative impact on enrollment. Johanna will talk to Irene about web-enhanced designations and having all classes that are not designated “Internet” being grouped together in the course listings.

A lengthy discussion was also had regarding percentages and several other columns in the objectives chart. Attached to these minutes is the revised Objectives Matrix.

### **Section Write-Ups**

#### **Already Completed**

History of college

Initial faculty, student and community surveys

Faculty focus group

Pre QEP time-line

Literature Review

(If any of the above have not been sent to Karen and Linda, let me know and I'll put them in the following list)

#### **To Be Completed (TASKS)**

History of online courses: Dena

Informal student survey: Johanna (Karen will forward Rhonda's information)

Budget: Bill

Strategies: Jerrod

Goals and objectives: Manuela

Assessments: Dwight

Outcomes: Karen

Evaluation of outcomes: Manuela

Project Manager Timetable/Calendar: Chris (with Sandra)

Tables/Charts: To be included after narrative is written. Not assigned.

### **Additional tasks**

Jerrod will discuss marketing strategies with Lynn regarding SACS' visit and QEP during implementation.

Johanna will talk with Irene about designations and course listings. She will also ask Wendy about professional development/workshop money.

Karen will send literature review sections to all QEP members.

### **Deadlines**

Drafts of all sections should be completed and forwarded to Karen before Dr. Jackson's meeting, if possible. Deadline for sections to be finalized and given to Linda is March 4. The QEP report needs to be finished before the summer session begins. SACS' visit will be in September, and the visiting team will want the QEP report sometime in August.

### **Next Meetings**

The committee will be meeting with Dr. Jackson, Tuesday, February 8 at 1:15, S-119.

The committee will also meet before Spring Break, Friday, March 4 at 8:30, S-119.