

## **QEP Leadership Meeting May 10, 2011 Minutes**

### **Members Present**

Karen Downey, Chris Chance, Johanna Hume, Dwight Rhodes, Jerrod Butcher, Rhonda Boone, Linda Matteson

### **Not Present**

Bill Lewis, Dena Faust, Manuela Imthurn

### **New Information**

Pat will compile the failure/withdrawal rates and charts (first pull) and send them to Karen by June 1, 2011.

Karen and Johanna met with John Bethscheider regarding the budget on May 3. Bethscheider said that a stipend for Dena or any other employee was unlikely given the budget environment. However, he feels that money could be used from the IT software budget.

Bethscheider mentioned that Blackboard currently has an online orientation which costs \$10,000 in start-up fees (for 4,000-6,000 students) with \$4,000 maintenance fees each year. The committee decided to put this in the budget. The student worker will be taken out since Dena does not think an untrained worker will be helpful for the QEP. In addition, some funds will be shifted from professional development and training.

The Blackboard orientation does have a free option if the college and DE agree to be a part of the Blackboard orientation program. It is unclear what this involvement would entail as far as DE, faculty, administration and staff is concerned. The committee, administration and/or DE will investigate this over the next few months.

Johanna will e-mail the Blackboard orientation link to the committee.

### **Document**

#### **Additions/Suggestions**

p. 6: An introductory sentence is required stating that the co-chairs were charged with selecting members and creating a committee.

p. 7: In the first paragraph under "overview," the following will be included: The CCSSE data was evaluated and helped to make the topic selection..."

p. 8: Justification is needed: Sentence or paragraph on the committee brainstorming ideas based upon Achieve the Dream, CCESSI, perceived needs and deficiencies by committee members, members informally gathering comments and suggestions from administration, students, staff...This should begin at bottom of page 7.

p. 10: Dwight and Jerrod will review the charts and better explain the use of percentages and rankings in this section.

p.11: Before the "unanimous decision" an explanation is needed giving the reason the committee made this decision. This may need to be a brief paragraph

p. 26-27: QEP Assessment: Students enrolled in online classes are required to take orientation. All others will be encouraged to do so.

Committee members who made comments and suggestions regarding usage, punctuation, placement, etc. will send those to Linda using mark-up in Word. (ASAP!!)

## **Appendices**

Index of appendices is needed after Table of Contents

Chris has the Microsoft Project chart and the GANTT chart. He will send this to Linda and work with Sandra on reducing the GANTT chart and/or having IT/Charzetta create a link to it. The GANTT chart is simply a timeline for the QEP.

Johanna will reformat the minutes and send to Linda. A link needs to be created for these rather than including them in the report.

IT will need to create a QEP page off the ACC Homepage. The report itself, all documentation and links will be posted here. (Who is in charge of discussing this with IT??)

Johanna will type up a short section on "What we learned." Committee needs to help with a title for this.

Karen will add titles to the advisory groups.

Deadline for report to be complete and sent to Gary Storts: June 15, 2011

Gary Storts is the Director of Instructional Design and Development at Tennessee Board of Regents, Regents Online Campus Collaborative. He has previously been an adjunct instructor at Tennessee State University and the Director of Distance Education/Instructional Technology Specialist at Jackson State Community College.