

## **QEP Leadership Meeting October 28, 2010 Minutes**

**Members Present:** Karen Downey, Johanna Hume, Chris Chance, Rhonda Boone, Dwight Rhodes, Lynn Goswick

**Not Present:** Bill Lewis, Dena Faust, Jerrod Butcher, Cammy Guggisberg, Nikki Thompson, Jason Nichols, Julia Theato, Charzetta Fleming

### **I. Results from online faculty survey**

The committee was pleased with the amount of information received in the survey, both in terms of the objective answers and the suggestions and comments.

Clearly, many instructors are using Blackboard on a regular basis; most rate the functions within Blackboard in a similar fashion. In addition to Blackboard functions, pop-ups, Java and attachments will definitely need to be addressed in the tutorial.

The committee discussed faculty issues with technology in general, such as the need to learn new software. Faculty time constraints were discussed in terms of this issue.

Rhonda mentioned that her high school students are mandated to use Blackboard, so many of our future students should be more familiar with Blackboard than we see today. Faculty who are not yet using Blackboard will at least need to be familiar with the basics of the system soon.

Lynn suggested that Blackboard training be available as a break-out session at every Workshop.

### **II. Report Write-ups**

The committee discussed the need to get Linda Matteson as much material as possible as soon as possible.

Sections that are already written include the initial faculty and student surveys.

#### Other segments/authors:

Lynn - History of the college and mission statement

Chris - Time-line and information gathered previous to the creation of the QEP committee

Chris - Upcoming faculty focus group

Karen and Johanna - Literature Review

Karen - Topic selection

Jerrod - Community survey

Unassigned - Student online focus groups

Pat, Nikki, Drew - Data gathering including fall online faculty survey

Unassigned - Recommendations for college outside of QEP

Karen and Johanna both expressed some concern regarding the gathering of data and how it is to be incorporated into the QEP.

### **III. Focus Groups**

The committee discussed organizing focus groups in order to solicit information regarding possible Blackboard tutorial topics. It was decided that a face-to-face focus group will be held with faculty on campus. An online focus groups will be offered for a segment of students taking online and/or web enhanced classes.

#### Faculty

Dwight offered to get names of possible faculty who use Blackboard (from Dena or from the catalog).

Chris will invite the faculty for a lunch focus group discussion. This will be held on Friday, November 12, 2010. It was decided that the QEP would provide lunch for participants. Chris will not have a specified question list. It was felt that opening up the floor for discussion on Blackboard and technology would result in numerous comments.

#### Students

The student comments will be solicited via Blackboard by Johanna Hume, Karen Downey, Chris Chance, Rhonda Boone, Manuela Imthurn and Tammi Lansford. The committee felt this would be a good cross-section of the college faculty; it would also include online, hybrid and web enhanced courses. The deadline for responses will be November 9.

The questions that will be posted are the following: 1. In your experience with Blackboard, what problems have you encountered with the Blackboard program? 2. In your experience with online and/or web-enhanced courses, what technical issues have you encountered? 3. What other challenges have you encountered in taking online and/or web-enhanced classes?

Other focus groups will be held in the spring and summer. In particular, it was noted that the new version of Blackboard should be in use by summer 2011. More input will be needed once this new system is in place. Possible future focus groups will include Student Services in addition to faculty and students.

### **IV. Tasks**

Members need to write up their sections and give to Linda ASAP. She is very anxious to get as much of this done as possible before final exams.

Dwight and Chris: Faculty focus group.

Members involved in online student focus group: Save all discussion comments as a document. Write up common themes and comments.