

## **QEP Leadership Committee Meeting September 2, 2010 Minutes**

### **Members Present**

Cammy Guggisburg, Karen Downey, Drew Nelson, Lynn Goswick, Dwight Rhodes, Chris Chance, Bill Lewis, Manuela Imthurn, Nikki Thompson, Pat Sanger, Jerrod Butcher

### **Not Present**

Dena Faust, Julia Theato

### **Fall Planning**

Drew reiterated that there should be no implementation of the QEP in spring 2011. We should be planning, collecting data, and writing the report this fall.

### **Surveys**

It was decided that issuing an attitudinal/perception survey this fall to faculty would be appropriate. We may also decide on a survey for students. Nikki said that mid fall (late September or early October) is her goal.

The committee will be posting possible research/survey questions to a Blackboard thread. These could include areas of student deficiencies, student Blackboard access, and future enrollment possibilities for the college overall and specifically for distance learning.

### **Issues with QEP**

The committee discussed how students could be flagged regarding orientation. The college can block transcripts and refuse re-enrollment for students who do not take the orientation. Flags have to be taken off manually at this point. This will be an issue in terms of manpower.

### **Budgeting**

It was suggested that the budgeting process needs to start now. The committee believes that the creation of an extra position for Distance Education will be essential. Pat mentioned that he had come up with a budget proposal for two new positions, one for DE and one for IER, to begin in spring 2012.

Bill asked if other colleges hire new positions for their QEP. Drew stated that many colleges actually hire a QEP coordinator like Wharton. Pat said that he would submit his proposal for two new positions to the Planning Team and to Darryl.

### **Blackboard Future**

Pat mentioned that we may move to LERN 9 next summer. The goal is to be online with the most up-to-date Blackboard version by fall 2011.

### **Non-QEP Issues**

The committee decided that some of the non-QEP issues should be written into the report. For example, complaints about students not receiving grades in a timely manner now are immediately forwarded to the division chair and to Dena. Another example is Dena's online certification class, which is mandatory for all faculty teaching Internet courses.

### **Writing the Report**

The committee needs to write up what we have done over the past year and decisions that led to the QEP topic.

Johanna will go through all the past minutes and make suggestions about what topics need to be written up. When the topics are posted to Blackboard, committee members will choose at least one topic to write up and post. Karen will decide upon a general format for the write-ups.

Karen and Chris will write up all activities/discussions/decisions that happened prior to the first committee meeting.

Johanna will write up the events surrounding the faculty survey; Karen, the student survey; and Jerrod, the community survey.

### **Tasks**

1. All literature reviews are to be e-mailed to Karen and Dena.
2. All online orientation comments are to be e-mailed to Karen and Dena.
3. Research questions will be posted to Blackboard by 9/16 for possible faculty and student surveys. This will give Nikki enough time to formulate a survey.
4. Committee members will chose topics and e-mail their write-ups to Karen (once the topics are posted to Blackboard).

### **Next Meeting**

No specific time was set for the next meeting. Committee members should be communicating via Blackboard threads for the next few weeks.