

## Meeting Minutes Agenda items

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<input checked="" type="checkbox"/> Bufkin, Reynard (champion)	<input checked="" type="checkbox"/> Gilmore, Linda (champion)	<input type="checkbox"/> Palmer, Brittany (champion)
<input checked="" type="checkbox"/> Cain, Tameillia	<input checked="" type="checkbox"/> Jackson, Bridget (champion)	<input checked="" type="checkbox"/> Reno, Bob (champion)
<input type="checkbox"/> Corkhill, Kristin	<input checked="" type="checkbox"/> Jones, Jean	<input checked="" type="checkbox"/> Shandor, Britnee (ex-officio)
<input type="checkbox"/> David, Andre (champion)	<input checked="" type="checkbox"/> Marshall, Avice (champion)	<input type="checkbox"/> Walker, Lindsey
<input checked="" type="checkbox"/> Dudley, Kaitlin (ex-officio)	<input type="checkbox"/> Massey, Antwanina	

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### I. Approval of Agenda & Minutes

Meeting was called to order at 10:07 a.m. by Kaitlin Dudley.

A motion to approve the meeting agenda was made. Mr. Reno motioned to approve; Dr. Jones seconded. All were in favor.

Minutes from the March 2024 meeting were not recorded; therefore, the committee could not review and approve.

### II. Committee & Champion Updates

The committee was informed of the limitations to travel for the rest of the fiscal year. Due to budget constraints, members of the QEP will not be able to attend the SACSCOC Summer Institute through the QEP budget.

### III. Appreciative Advising Model

#### i. *Discussion & explanation of process*

There will be three levels of advisement:

##### 1. Admissions Counselors:

Will act as the first-line of communication for prospective students, providing them with support for any questions or concerns.

##### 2. Academic Success Coaches:

These individuals will provide wrap-around services, acting as our support resource experts. Students needing academic or non-academic support may contact our Academic Success Coaches to be provided with a list of relevant assistance, whether it be related to finances,

mental health, tutoring, etc. Additionally, these coaches will act in an advisory capacity when faculty advisors are off-campus or unavailable.

### 3. Faculty Advisors:

Faculty will maintain advisement responsibilities, allowing students to meet with their programmatic advisors from the beginning of their academic career.

Kaitlin will be meeting with the Advising Review Committee on Friday, April 24<sup>th</sup>, to develop the training process for all faculty and staff. More information will be provided to the QEP once the process is developed.

#### ii. *Development of advising definition*

The Advising Review Committee will be submitting an advising definition to Kaitlin, who will then bring it to the QEP for review. In order to set advising expectations, there must be a foundation for what advising is to the College and its stakeholders.

#### iii. *Alignment of QEP work to model*

As established in the original QEP Project Movement Timeline, the committee has been charged with completing and submitting a Student Success Glossary for review. Kaitlin requested volunteers from the committee and Champions to complete this document. The target deadline is May 31, 2024, in order to have the glossary implemented for use during Appreciative Advising Model trainings.

Mr. Reno inquired as to how we will update resources and program status information efficiently. Ms. Shandor suggested that the program faculty take ownership and responsibility of ensuring programmatic information is updated, to include sharing this information with relevant and appropriate faculty and staff from other areas. Further, if a program is paused or in the process of termination, then students should be communicated with by the appropriate program faculty or Dean.

## IV. QEP Student Ambassadors

The Ambassadors will be utilized as “secret shoppers” during advisement training. A rubric, which will be developed by the QEP and Advising Review Committees, will be given to each Ambassador as a way to assign scores to their advising experiences. Rubric scores for advisors will be reviewed, and additional training and guidance will be given to those who demonstrate areas of improvement.

Ms. Gilmore inquired if more student ambassadors are needed. Ms. Dudley stated that currently, no, but that there may be a need by the end of the summer term. Ms. Shandor also mentioned that federal work study funds might be available to provide students a stipend.

## V. FY25 Marketing Materials

The Committee was charged with brainstorming marketing ideas for the QEP. To develop a reasonable budget for FY25, ideas will be discussed at the next meeting.



🏠 **Location:** Clarkston Campus, Room A-216  
📅 **Date:** 04/12/2024  
🕒 **Time:** 10:00-11:00 a.m.

Meeting was adjourned at 11:13 p.m.

Action Items	Owner(s)	Deadline	Status
Completion of the Student Success Glossary	<b>Writing:</b> Avice Marshall & Linda Gilmore <b>Editing:</b> Bob Reno	May 31, 2024	In Progress
Determine QEP marketing materials and budget for FY25	Committee & Champions	April 30, 2024	Not Started
Review federal work study information for possible QEP Ambassador stipend	Kaitlin Dudley	April 30, 2024	Not Started