

Meeting Minutes

Agenda items

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

I. Approval of Agenda & Minutes

The meeting was called to order at 10:00 a.m.

A motion was made to approve the June minutes. Andre approved; Jean seconded. All were in favor.

A motion was made to approve the August Agenda. Andre approved; Jean seconded. All were in favor.

II. QEP Leads

For FY25, the function of the QEP Champions will be repurposed to serve the Committee's current initiatives, including advising and student engagement. Instead of the "Champions" designation, the individuals serving in these roles will be referred to as "QEP Leads." This will help distinguish them as the points of contact for these initiatives.

There are two lead roles, which have been named the QEP Advisement Lead and the QEP Student Ambassador Lead. The hope is to have at least two individuals, either staff or faculty, for each role.

Advisement Lead

- Will engage in and conduct relevant trainings related to advisement, including Appreciative Advising Model, Navigate, TargetX, DegreeWorks, etc.;
- Will observe and collect data on advisors during advisement sessions;
- Will train advisors on how to use the Academic Planning Rubric (in development);
- Other advising-based initiatives as determined by the Committee.

Student Ambassador Lead

- Will attend student events/activities on behalf of the QEP, engaging with and encouraging students to learn about the QEP;
- Will conduct student focus groups and attend classroom visits alongside QEP Student Ambassadors to determine areas of improvement as it relates to internal communication and the outcomes of the QEP;
- Will market and encourage participation in the QEP Student Resource Survey (in development), so that the Committee may collect and review support and resource usage information;
- Other advising-based initiatives as determined by the Committee.

Those interested in serving in one of these roles were asked to email Kaitlin Dudley. Kaitlin will reach out to those interested individuals over the next couple of weeks.

III. QEP Success Measures

The Committee was asked to provide feedback on the drafts of both the Academic Planning Rubric and QEP Engagement (Resource) Survey. Feedback has been provided in bullets below.

Academic Planning Rubric

- Rubric may be too difficult or cumbersome to complete during advisement session as it currently stands.
- Prerequisite and corequisite errors are not consistent between schools/divisions, so this question may be difficult or irrelevant to answer for advisors and programs.

The suggestion was made to rework the rubric to be more of a checklist for advisors, making it easier to complete during or immediately following an advisement session. Additionally, it was recommended that the checklist be available via a Microsoft or Google Form for easy completion and IE data collection.

Kaitlin will rework the rubric into a checklist. A new draft will be submitted to the Committee for review and approval.

QEP Engagement (Resource) Survey

- Overall, the survey looks good, but the language used may be too broad or unfamiliar to students.
- The rating options should be more consistent for students. There may be too many options for ratings between each question.

Kaitlin will rework the survey. A new draft will be submitted to the Committee for review and approval.



🏠 Location: Webex
 📅 Date: 08/30/2024
 🕒 Time: 10:00-11:00 a.m.

Action Items (June 2024)	Owner(s)	Deadline	Status
Seeking approval for Student Success Glossary. <i>Was submitted to leadership, but still awaiting approval from some folks.</i>	Kaitlin Dudley & leadership	September 30, 2024	In Progress
Approve academic planning rubric.	QEP Committee	September 30, 2024	In Progress
Approve QEP Engagement Survey	QEP Committee	September 30, 2024	In Progress