

QEP Quality Enhancement Plan

Meeting Minutes
April 5, 2019

Committee Members Present:

Tony Brooks, Co-Chair

Chequita Dixon, member

Trina Cox, member

Kaye Bennett, member

Cynthia Williams-Roberson, acting secretary

Meeting

Mr. Brooks called the meeting to order at 9:00 a.m.

Discussions according to agenda:

- Updates, costs of testing

There is no test; it is a survey for student engagement (CCSSE). There is not cost update needed because the administration of the survey is conducted by ATD.

- Problems with emails

Mrs. Trina Cox suggested using Google invite for meeting requests.

Mrs. Cynthia Williams-Roberson suggested a quick training for the QEP chair to assist with emails to see why emails are not going through.

- Advisement Plan

Updates to the advising manual were due today. Updates are still needed for the CTE and Academic divisions. Mr. Brooks will send request to committee members who represent CTE and Academic divisions. Emails will be sent to Dr. Newson and Mrs. K. Hollins for CTE updates and Mrs. L. Elliott and Mrs. C. Williams-Roberson for Academic updates.

Mr. Brooks provided copies of the new placement procedures provided by ATD.

The placement procedures will assist with advising students. Mr. Brooks suggested the need to have in place in the system or through email something that will alert advisors of proper placement due to ACT scores.

Mr. Brooks also suggested the need to have something in place to alert advisors when students have holds on their accounts. A notification should be sent to students and advisor.

To ensure success, students who are being advised by counselors should also have to report to their advisors. Too many students see just a counselor.

ATD is working on Orientation goals; the QEP committee will follow ATD's lead on revamping orientation to have one orientation goal/plan.

Orientation should focus more on navigating the institution. Mr. Brooks and Dr. Dixon reported from ATD that the student representative for ATD shared that in her orientation class, she learned only financial management but nothing about the institution.

Reportedly, there are only 40% of students who take orientation during their first semester (academic), and 95% of Health Sciences take orientation near the end of their program. The goal is to encourage students to take orientation early, preferable during the summer before their first semester.

Orientation should be an 8wk course.

- Professional Counselors

No discussion

- Faculty Mentoring

Communication needs to take place between the QEP committee and the Department of Student Enrollment because there is a mentoring program in place already.

- QEP and ATD Merge

Mr. Brooks will communicate with Dr. Luke Howard to allow QEP chair and co-chair attend ATD meetings.

Next Meeting:

The next meeting will take place Thursday, April 25, 2019 at 2:00 p.m.