



**QEP Exploratory Committee  
Minutes  
May 14th 2019  
2.00pm  
Teaching and Learning Conference Room**

**Attendees:**

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| <p>Ms. LaTosha Pinckney</p> <p>Ms. Pauline Anderson</p> <p>Mr. Carter Caywood</p> <p>Ms. Laura Coale</p> <p>Dr. Deborah Fontaine</p> <p>Ms. Bryony Harvey</p> <p>Ms. Janice Henderson</p> <p>Dr. Charlotte Kuss</p> <p>Dr. Anne Southard</p> | <p>Chair, Director of Student Development and Campus Engagement</p> <p>Dean of Institutional Research</p> <p>Executive Director of Student Success</p> <p>Executive Director of Strategic Communications</p> <p>Assistant to the President for Accreditation</p> <p>Chair of English/Communications and Social Sciences</p> <p>Minutes, SACSCOC Assistant</p> <p>Director of Learning Resources Center</p> <p>Director of Nursing</p> <p>Dean of General Education and Online Learning</p> |
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Item		Action
<b>Welcome and Apologies</b>		
1.6.18/19	<ul style="list-style-type: none"> <li>• Ms. Pinckney welcomed everyone to the group.</li> <li>• Apologies from Mr. Mike Erny and Mr. Glen Barfield.</li> </ul>	
<b>Tentative Topics</b>		
2.6.18/19	<ul style="list-style-type: none"> <li>• Ms. Pinckney briefly recapped the list of tentative topics gathered from stakeholders and the SENSE report etc.</li> <li>• Both ‘Engaged Learning’ and ‘Clear Academic Plan and Pathways’ were the two strongest themes that emerged.</li> </ul>	
<b>Results of Focus Groups</b>		
3.6.18/19	<ul style="list-style-type: none"> <li>• Several Focus Groups were run at the end of April, this included a group at the Niceville campus, an online group and a group at the Fort Walton Beach campus.</li> <li>• Dr. Fontaine thanked Ms. Pinckney and her team for all their work arranging the focus groups.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The focus group participants were very respectful and constructive in their feedback. The group was predominantly white females, a group that is traditionally engaged and performing well at the college.</li> <li>• Ms. Anderson expressed regret they were not able to get feedback from some of the less engaged and underperforming sub groups.</li> <li>• The 'Unfolding Matrix' method was used for the focus groups.</li> <li>• Dr. Fontaine and Ms. Pinckney reviewed the information gathered.</li> <li>• Timely feedback was an issue that was raised by both the online and face to face focus groups.</li> <li>• Students felt that as they are held to a deadline for submitting their work staff too should be held to a deadline for grading work.</li> <li>• Issues with Blackboard were raised by students. Students found it difficult to use and felt that glitches in the system meant using Blackboard could very quickly become a time consuming process.</li> <li>• Blackboard was also not consistently used by staff members across the college.</li> <li>• Scheduling issues were also highlighted by students. Changes to schedules and the limited offering of some core courses meant that some students were unable to graduate in the time frame they anticipated.</li> <li>• Current academic plans mainly focus on full time students and fall start dates, there may be need to develop part time plans and plans with a different start dates.</li> <li>• Eight week courses are being rolled out across the college. On the whole students on these courses are performing comparably with students enrolled on 16 week courses.</li> <li>• Ms. Anderson will look at the sub groups of students studying eight week courses to ascertain how well minority groups are performing.</li> <li>• Students discussed Staff/Student interactions. It was felt that staff were not always professional and not always available during scheduled hours.</li> <li>• Dr. Fontaine felt that areas that need addressing by the QEP are similar across all sub groups.</li> </ul>	PA
<b>Achieving the Dream</b>		
4.6.18/19	<ul style="list-style-type: none"> <li>• Several meetings took place at the beginning of May.</li> <li>• Initiatives raised during the meetings included: 'better data governance', 'strengthening instruction', and 'first year experience'.</li> <li>• Both 'strengthening instruction' and 'first year experience' feed into the QEP identified themes of engaged learning, and clear academic plans and pathways.</li> </ul>	
<b>Next Steps</b>		
5.6.18/19	<ul style="list-style-type: none"> <li>• It was felt that input from outside stakeholders would be helpful when picking a QEP topic.</li> <li>• 2+2 partners may be a helpful source of information, in addition transferring to four year institutions was also identified as</li> </ul>	

	<p>something that students were confused about. Dr. Fontaine will contact Bree Durham for a full list of our partner institutions.</p> <ul style="list-style-type: none"> <li>• The Professional and Workforce Advisory Committee was identified as a potential source for stakeholder input. Dr. Fontaine will reach out to Bill Allison regarding this committee.</li> <li>• The annual Institute on Quality Enhancement and Accreditation is being held in July, five individuals from NWFSC will attend. There is a need to identify possible QEP leads prior to this event. BE will schedule a meeting to discuss this.</li> <li>• Dr. Southard has been working on 'Innovate and Elevate' and is waiting on feedback from Gen Ed. staff prior to its implementation. She will send more information about this to Ms. Pinckney.</li> </ul>	DF  DF  BE  AS
<b>Key Dates</b>		
6.6.18/19	<ul style="list-style-type: none"> <li>• June 2019 Finalize Topic</li> <li>• July 2019 Representatives to SACSCOC Quality Enhancement Meeting</li> <li>• Summer/Fall 2019 Begin Literature review and draft QEP plan</li> <li>• March 2020 Complete draft of QEP Compliance Certification Due</li> <li>• April 2020 Off-site Review of Compliance Report</li> <li>• Summer 2020 Receive Report from Off-site Review Team</li> <li>• Fall 2020 Focused Report and QEP Due On-site Review Team Visit</li> </ul>	

Item	Action	Staff Member	Date Due
3.6.18/19	Provide performance data for sub groups enrolled on eight week courses	PA	10 <sup>th</sup> June
5.6.18/19	Contact Bree Durham for details of our 2+2 partner institutions	DF	10 <sup>th</sup> June
5.6.18/19	Contact Bill Allison for details of his Professional and Workforce Advisory Committee	DF	10 <sup>th</sup> June
5.6.18/19	Arrange meeting to decide on possible QEP leads	BE	20 <sup>th</sup> May
5.6.18/19	Share details of 'Innovate and Elevate' with Ms. Pinckney	AS	10 <sup>th</sup> June

**Date of Next Meeting:**