



**QEP Exploratory Committee
Minutes
November 1, 2018
11:00 a.m.
Teaching and Learning Conference Room**

Attendees:

Dr. Sasha Jarrell	Chair, Coordinator of Special Projects
Ms. Pauline Anderson	Dean of Institutional Research
Mr. Glen Barfield	Director of Campus Centers
Dr. Scott Behrens	Vice President of Teaching and Learning
Mr. Carter Caywood	Executive Director of Student Success Navigation
Ms. Laura Coale	Executive Director of Strategic Communications
Mr. Michael Erny	Dean of Career and Technical Education
Dr. Deborah Fontaine	Assistant to the President for Accreditation
	Chair of English/Communications and Social Sciences
Ms. Bryony Harvey	Minutes, SACSCOC Assistant
Ms. Janice Henderson	Director of Learning Resources Center
Dr. Charlotte Kuss	Director of Nursing
Ms. LaTosha Pinckney	Director of Student Development and Campus Engagement
Dr. Nate Slaton	Vice President of Student Success
Dr. Anne Southard	Dean of General Education and Online Learning
Dr. Ann Waters	Professor of Fine and Performing Arts

Item		Action
Review of Committee's Charge and Introduction of new members of the QEP Exploratory Committee- Dr. Sasha Jarrell		
1.3.18/19	<ul style="list-style-type: none">• SACSCOC requires a Quality Enhancement Plan (QEP) as part of the re-accreditation process, this QEP is reviewed during the interim inspection every five years.• A QEP is a research project that has a broad input, buy in from faculty, staff, students and other external stakeholders, and has a positive impact on student outcomes.• The purpose of this group is to collect feedback from all identified stakeholders and explore ideas for QEP topics.	

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	<ul style="list-style-type: none"> It is anticipated that this Exploratory Committee will be dissolved in the next six months and replaced by a QEP Steering Committee. 	
Presentation on Achieving the Dream Project- Dr Nate Slaton		
2.3.18/19	<ul style="list-style-type: none"> Achieving the Dream is currently working with 200+ colleges around the country. Two coaches, a leadership coach and a data coach, work with institutions over a three-year period to help them recognize strengths, prioritize areas for improvement, and identify actions to build capacity to support student success. Colleges can stay in the project past the three-year point, to do so is very cost effective. If the project leads to considerable improvement, colleges have the opportunity to become a leader college. NWFSC have been assigned Zesiree (Zesi) Zerquera and Marcia Pfeiffer as coaches. An Achieving the Dream section will be added to the NWFSC website to keep people updated on the project. It is believed that our QEP and Achieving the Dream Project can be very closely aligned, or possibly the same project. Dr. Fontaine will clarify this with the SACSCOC vice president. NWFSC is currently applying for a Title III grant, it is hoped this grant could be used for the Achieving the Dream Project and our QEP. 	DF
Presentation on Institutional Data- Ms. Pauline Anderson		
3.3.18/19	<ul style="list-style-type: none"> Achieving the Dream uses KPI's developed by the American Association of Community Colleges; the number of college credits earned and the completion of college level Math and English courses by cohorts of first time ever in college students. Data from NWFSC shows achievement gaps for black students, Hispanic students and male students within this cohort. This data only looked at college level credits with pass marks of A, B or C. This data also highlights that younger students earn more credits per year but older students passed credits at a higher rate. This data has been submitted to Achieving the Dream. Whilst the focus of our project has yet to be decided, Achieving the Dream encourages participants to look at achievement gaps. It was noted that black students account for 8% and Hispanic students account for 9% of the cohort studied, and the actual size of the cohort was discussed. The question of whether black students were taking fewer credits was raised, Ms. Anderson will clarify if this is the case. 	PA
Review Suggested Topic Selection Process- Dr. Sasha Jarrell		
4.3.18/19	<ul style="list-style-type: none"> Once a list of topics has been compiled, it is important to engage with the identified stakeholders when deciding which topic will be chosen. 	DF

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	<ul style="list-style-type: none"> Previously this has been done through the use of surveys. Dr. Fontaine will disseminate information relating to how this was done previously. Ms. Pinckney stated that surveys conducted in person and working with small groups are most successful when trying to engage students. Student Clubs may be a good source of students to work with as they tend to contain a diverse mix of students; however, it was noted that students in clubs tend to be high achievers. Ms. Henderson suggested that students who use the Academic Success Center could also be a good source of students to participate in groups and surveys. Surveys could also be made available online to capture the thoughts of online and distance learning students. It is important to generate awareness of our QEP so staff and students collectively know what we are striving to achieve. This could be done through the use of posters, emails, information sessions etc. 	
Next Steps- Dr. Sasha Jarrell		
5.3.18/19	<ul style="list-style-type: none"> Results from the Institutional Capacity Assessment Tool (ICAT) should be received by Achieving the Dream before Thanksgiving. NWFSC should be able to access this data in the spring. Ms. Henderson will establish a repository for items relating to the QEP process. 	JH

Item	Action	Staff Member	Date Due
2.3.18/19	Clarify with SACSCOC as to whether our Achieving the Dream Project and QEP can be the same topic	DF	Next Meeting
3.3.18/19	Clarify whether students from minority groups take fewer classes	PA	Next Meeting
4.3.18/19	Disseminate information relating to the previous topic selection process	DF	Next Meeting
5.3.18/19	Establish a repository for items relating to the QEP process	JH	Next Meeting