

QEP Meeting Notes – 7/20/23

Attendance

Kamilah Willis
Bonnie Ford
Kimberly Gentry
Ann Mampilli
Bill Horstman
Nick Valcik
James Wicks
Mike Rose
Cheri Root
Jay Corwin
Brenda Carter

Agenda

- Review of SACSCOC conference
- Status of assignments
- Revisit Goals and Objectives
 - Quantify goals, make them specific (SMART goals)
 - Student/institutional outcomes for each objective
- QEP title and marketing
- Getting the word out to all campus constituents
- Will soon need to have approval/buy-in from executive leadership, faculty, staff and students
- Surveys on what we're proposing so far

The meeting began with a review of the SACSCOC Summer Institute, which included information about the following:

- QEP Pre-Mortem
- Getting stakeholders and district constituents involved early through workshops, roundtables, focus groups, etc.
- Thinking about backwards design, establishing outcomes and then reverse engineering the "how"
- Carefully choosing a QEP title
- Attainability of financial resources, human capital, and time
- Identifying individuals for an implementation team

In addition, the following QEP timeline and process was presented:

- First draft (Nov 19th, 2023)
- Second draft (Jan 19th, 2024)
- Third draft (March 1st, 2024)
- Compliance Cert submission (March 1st, 2024)

- Off-Site Reviews (April 24th, 2024)
- Advisory visit date? (Can get some feedback here)
- Final draft of QEP (June 19th, 2024)
- QEP Due to SACSCOC (Aug 1st, 2024)
- On-Site Review (Week of Sept. 30th, 2024)
- Final version of QEP due after on-site (5 months after)

The team also discussed updates to the first-year seminar objective. Brenda Carter expressed concerns over the scale of the FYS initiative, including budgetary concerns, room availability, hiring concerns, and current EDUC faculty buy-in. The committee decided that it is best to focus on FTIC TSI-not-college-ready for the required FYS initiative. There is also data showing that TSI not-college-ready students struggle the most in EDUC 1300. This suggests that EDUC 1300 needs to be re-designed for a dev ed audience, and that the dev ed population is most in need of a first-year seminar. The team also recommended pairing INRW and MATH 0405 with the first-year seminar as learning communities. In the coming weeks, members of the team will meet with academic deans/associate deans to discuss FYS initiative, and then will meet with faculty to get their feedback.

Following the FYS discussion, the team switched to a discussion about the QEP goals and objectives. Prior to this meeting, the goals were fairly vague. During this meeting, the goals were updated to include quantifiable benchmarks for assessment. They are listed below:

- **Goal 1:** Improve the first-year experience of FTIC students across the district such that FTIC persistence rates increase by at least 5%.
 - *Objective 1:* Revise pre-term orientation in accordance with best practices.
 - *Objective 2:* Require a First-Year Seminar course for FTIC students across the district who are TSI not-college-ready. (Revise and restructure Collin's EDUC 1300/1100, Learning Frameworks, to act as an FTIC first-year seminar.)
 - *Objective 3:* Identify and implement an early alert system.
- **Goal 2:** Introduce FYE programs and initiatives to specifically target underserved and male populations such that by 2030, their persistence rates increase by at least 5%.
 - *Objective 1:* Establish and maintain a centralized division/department for first-year student initiatives.
 - *Objective 2:* Implement targeted intervention programs, including engagement, mentor, leadership, and rebound programs.
- **Goal 3:** Reduce first-year academic success gaps between underserved FTIC students and the general FTIC population.
 - *Objective 1:* Implement FTIC learning communities in connection with the first-year seminar and the first developmental level of math and integrated reading and writing.
 - *Objective 2:* Increase students' use of formal academic support systems.

Goal 3 may still need to be quantified as it remains a bit vague. Additionally, Nick Valcik will look at FTIC persistence data to see if the 5% rate increase target is appropriate. However, the team agreed on this for the time being.

Next, the team discussed QEP sub-committees to address several areas of QEP development. They are listed below:

Committee Title and Chair	Members
<u>Assessment Committee</u> Committee charged with identifying methods and procedures for measuring QEP objective outcomes. <i>Chair: Vacant</i>	Nick Valcik James Wicks
<u>Constituent Survey Committee</u> Committee charged with developing and distributing surveys to various constituent groups across the district to increase QEP awareness and buy-in. <i>Chair: Vacant</i>	James Wicks Bonnie Ford Ann Mampilli
<u>Title and Marketing Committee</u> Committee charged with titling the QEP, as well as identifying marketing strategies and resources to promote the QEP across the district. <i>Chair: Vacant</i>	Bonnie Ford Kimberly Gentry Cheri Root
<u>Focus Group Committee</u> Committee charged with organizing and holding focus group sessions with constituent groups across the district to get feedback on QEP initiatives. <i>Chair: Bill Horstman</i>	Bill Horstman Mike Rose
<u>Pre-Mortem Committee</u> Committee Charged with imagining a scenario in which the QEP is a total failure, and examining pitfalls to be anticipated and avoided. <i>Chair: Vacant</i>	Kamilah Willis Kirk Lee

Members of each committee will need to select a committee chair and recruit members from across the district to contribute. Committee progress/conclusions will be presented and discussed in the QEP development team's September meeting.

The meeting concluded with members of the team expressing that a different meeting day and time would be preferred as we head into the fall semester. Also, the date of the next QEP meeting will be moved to the last week of August due to peak registration. Details about that will be shared with the team in the coming weeks.