

QEP À o } % u Committee Minutes

Date: April 30, 2024

Time: 1:00 pm

Location: MCC4900

Members: Kara Baldwin, Jeremy Bennett, Kristen Corbett, Rich DePoli, Kristin Dotson, Amanda Fields, LaTia Hairston, Keith Karriker, Lisa Koretoff, Susan Lyons, Amanda Melniczek, Kirby Moore, Ann Proudfoot, Ronnie Smith, Brad Spielman, Nick Yale

Recorder: Debbie Kelton

Facilitator: Jeremy Bennett, Amanda Fields

TOPIC	PRESENTER	NOTES
<p>Sub Committee Reports</p> <ul style="list-style-type: none"> <li>x Pilot Group (Aviation, Cosmetology, and Surgical Tech)</li> <li>x Student Engagement (Academic)</li> <li>x Professional Development</li> <li>x Attendance Policy/Reporting</li> <li>x Marketing</li> <li>x Financial Aid Distribution Processes</li> </ul>	<p>Co-C Z ] Œ</p>	<ul style="list-style-type: none"> <li>• Pilot Group (Aviation, Cosmetology, Surg Tech) <ul style="list-style-type: none"> <li>x Courses for incoming students are identified.</li> <li>x Restriction based on the student program code which makes it more efficient for the students</li> <li>x Aviation is talking to students and parents telling them that they need to take their English class on the Aviation Campus.</li> <li>x Still to come, how to put the attendance data into Self Service all the way through the end of the semester.</li> </ul> </li> <li>Attendance Policy/Reporting <ul style="list-style-type: none"> <li>x Worked with Curtis Way to get reporting to work taking into account all holidays. Good news! Curtis was able to make it work.</li> <li>x Report working number of days since attendance was recorded.</li> <li>x Updated the attendance policy. Took out college break periods. Dr. Pitonzo has final version to take to Dr. Clarke. We hope to make it a College Wide Rule to also for the pilot group.</li> <li>x Have to consider the 8-week initiative. We have to make sure that we can figure out DAS. There will be some things the compliance person will have to check.</li> </ul> </li> <li>Student Engagement (Academic) <ul style="list-style-type: none"> <li>x There are two tracks in-class_assignment and out-of-class_assignment</li> </ul> </li> </ul>

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- x Summer will be the heavy lifting ~~of~~ out-of-class. How do we do onboarding, advising, ACA, Early Alert? We will use interconnectir language and communication points.
  - x New students Frist mini and second min there is a higher drop out rate in the second mini. What is best for students? How do we ma them stay here?
  - x This is the start of a five year plan. We will do the out-of-class by the end of summer and start on-class in the fall.
  - x Is there a way to draw the line so we know what we can and cannot do before the plan is approved?

#### Professional Development

- x Working on objectives for the practical side
- x How to enter attendance in Canvas?
- x What do people want to know?
- x Building professional development that ties into student engagement
- x Canvas or F2F?
- x The Team comes in October. We get approval in June. ~~2025~~ can we start professional development.
- x Will develop a train the trainer program This time we have fulltime and parttime faculty to be trained. The QEP is a five year plan we have to stage it.
- x The pilot year, Year 0, allows the pilot group to figure things out. A lot of that will occur with the 8 week rollout.
- x Eightweek, Quality Matters, QEP, Dev Ed redesign, we are putting a lot on faculty at one time. We will have to get clarity from Dr. Pitonz and Dr. Klein
- x Is there a possibility of using an AI micro system to answer questions for from faculty and staff? The Records Office will be inundated with calls from faculty and staff.
- x Need to remember that professional development will be required on the staff side as well as faculty.

## Financial Aid Distribution Processes

- x Make sure that financial aid lasts through the semester. Refer students to Titan Link as a safety net.
- x Pell is currently paid in one payment at the beginning of the semester. Scholarships and loans are paid out in three payments over the semester.
  - u • š Œ X ^ š μ v š • the if payments are scheduled and how much they will receive. We are trying to get this information in Self Service for students to see.
- x Kristin Dotson shared several scenarios for distributing funds throughout the semester. The subcommittee agreed to distribute three payments over the semester: 50%, 25%, and 25%. Similar to the way a paycheck is received.
- x This information will be publicized at onboarding.
- x Will distribution date be universal or based on final weeks, or 16 weeks? Standard based on the whole semester per Lisa Koretoff
- x How many credit hours can a student take with 8-week courses? Nine and 9 for 18?
- x d Z Y W ] • ^ ^ μ first 12 credits. Attendance is only one of the activities; the 8

		x Marketing prepared three draft logos for the QEP. ^μ _X t]oo CE Á}CEI v • v l š} šZ
QEP Subcommittees Deadline to Submit Draft to Dr. Bennett Review  June 14 at 5:00 pm	Co-C Z ]CE	• Have to have the final version of this plan by September 14 <sup>th</sup> . When writing, show how it will positively impact student success. Recognize why it is an important activity. include indicators of success if you know them.
Walkins		n/a
Next Meeting		TBD