October 24, 2014 QEP Core Meeting, 9:00 a.m.

In attendance: Heather Willett, Shelly Watkins, Kaan Ozmeral, Michelle Powell, Constance Boahn, Amy Gustavson, Scott Byington

Thanks to Kaan for the treats!

Updates and sharing:

- Constance shared some initial survey results (The QEP website and survey have been available for 9 days now). Some highlights include
  - More the 350 responses, 92.6% of them from students
  - A number of topics have received some early support, including oral and written communication, critical thinking, time management, technology literacy (skills), advising, computer labs, team building, and online class issues (availability, technology, etc.)
  - We are hoping having the site available until at least early 2015 will attract more great ideas.

As a team, we are pleased with the early response and delighted with the high initial student participation. We brainstormed some ways to keep the interest level high and ways to invite students to revisit the survey at a later time.

- Amy noted that we no longer have the "hijacked" main display on the website; we also do not have a direct link to get from the main page to the QEP site. She will check with IT about a more permanent link so that we can continue to draw traffic to the QEP site. She will check on getting statistics for web hits as well so as to measure QEP interest and traffic.
- Kaan and Scott shared some insights from the NC Community College system conference as both attended QEP sessions. They agreed that an important theme was that many colleges were biting off more than they could chew- ambitious projects were often difficult to manage. At least one school made a video of the "before and after" to show the effects of the QEP. Staff from Sampson Community College have been helpful- we may call on them in the future for additional feedback. They shared their QEP with us; it is at www.sampsoncc.edu/QEP/SampsonCommunityCollegeQEP.pdf

- Activity Days- the group felt they were quite good, well-received and we made a lot of good student contact. We feel in large part the high percentage of student responses seen on the survey was related to our presence there.

Among the discussion topics and action items...

- We discussed the Sweet Treats and QEP session on 10/27.
  - All faculty have staff have been invited with electronic invitations; Linda Sculetti has placed it on all calendars. Several dozen faculty and staff have RSVPed and we expect a 100 or more college employees and at least one Board of Trustee.
  - Kevin will make sure there is a current announcement on staff announcements.
  - Becky Howington is handling the logistics for the event
  - QEP Core team needs to be there between 2:15 and 2:30 to help as we can. Most of the Core team will be present
  - Our message? Positive, we want input, make them aware of the survey (and it is brief), make them aware of the upcoming events, don't dwell on previous QEP

- - A suggestion was made to have a sign-in sheet so that we could record who was present for reporting purposes

- We discussed the November 6th, December 4th, and December 17th dates
  - November 6th session
    - Basic info about the QEP
    - Answering basic questions about the QEP
    - Why it is important (this will influence the college for years)
    - Introduce committee, what core team does
    - How to recommend a good QEP topic
      - Is there a need? How do you know?
      - Is there data we can find or gather?
      - What impact might this have on student learning?
      - Is it feasible?
    - To identify a topic doesn't mean you have to be In charge of it!
  - November 6th Core team staffing (Harnett- Constance, Heather; Lee- Amy, Kevin, Scott; Pittsboro- Michelle)

  - December 4th session
    - Feedback session (sharing some feedback already submitted)
    - Sharing example ideas?
    - How to recommend a good QEP topic
  - December 17th session
    - Brief intro
    - Focus questions for tables

The next meeting is scheduled for Friday, November 7th, 9:00 a.m., place TBD.

The Core Team then shot the first video we plan to use to help attract more interest to the QEP site.

Meeting adjourned at 11:00 a.m.