QEP Core Team

Minutes for April 24, 2015 meeting

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

The principal order of business for this meeting was to lay out the plan for how the QEP Core Team will move forward in analyzing data, presenting tentative topics to the community, preparing for the vote and unveiling of the topic.

Updates:

- Scott shared with the group that Dr. Marchant indicated his preference that the QEP topic be unveiled to the CCCC community at the Professional Development Day on December 16th. Daisha Gaines is aware of this plan and has placed the QEP Core team on the agenda. Dr. Marchant would like the topic presented much as the Strategic Plan was unveiled in December 2014.
- Kevin shared some preliminary survey results from the survey cards distributed to Con Ed. Preliminary results indicated that the surveyed students mentioned lack of technology (not clear if that means technology literacy or resources) and some felt disconnected from the rest of the college community. The recruiters have not had a chance to distribute the survey cards yet.
- Michelle will distribute some survey cards on the Pittsboro campus soon.

Discussion:

- The group discussed some plans for how to analyze the data that we have gathered and the final data yet to come in. There was a consensus that all of the data need to be electronic to facilitate the discussion.
- Michelle will transcribe the comments from the Activity Day videos; all other data is on the Google Drive except for postcard data yet to be logged in, and other resources (e.g., Scott will complete the survey of QEPs from other community colleges and add it to the Google Drive folder).
- We will conduct another survey of faculty and perhaps students in early September once the topics have been narrowed down and vetted.
- Much of the conversation centered on how the Core team would sort through the accumulated data.
  - At the next meeting, we will go through all of the data and isolate those topics which are directly or indirectly connected with student learning. Those topics not in these areas will be separated and shared with the CCCC administration but will not be considered further by the QEP Core Team.
  - Other criteria we will use to look at the data include viability, measurability of a QEP associated with possible topics, and the existence of any data to support the need. Kevin suggested we consider a modified SWOT analysis, focused on the key factors mentioned above. (At a later meeting, we will invite Stormy to determine if the data for topics we identify may exist).

- o Through the summer, the Core team will try to establish for all possible topics basic parameters, e.g., measurability, who would be in charge, other logistics, etc.
  - o In late summer, all possible topics will be presented to PC to make sure all topics are acceptable for consideration by the broader community.
  - o Scott raised the point that since standing college committees are being assigned parts of the strategic plan, it is very possible that when topics are narrowed down, there may be a natural way of vetting some topics with the standing committees- the Core Team can present these to the appropriate committees, seek feedback, and make modifications as appropriate.
  - o In September, we may conduct a "mini-relaunch" of the QEP. An ice cream social was suggested; faculty and staff could vote on a list of topics on computers.
- Kevin brought up for discussion the need for at least some of the members of the QEP Core team to serve on the implementation team. All members of the committee present affirmed their interest in continuing on the Implementation Team. Additional members, including students (perhaps one representative from each campus) will be added when a topic is selected.
- The Core Team acknowledged that one member of the team, Heather Willett, had been named Cougar of the Year.

Next meeting will be Tuesday, May 26th 4:00 p.m. in the library. All data for consideration will need to be available electronically and in the QEP Google Drive folder by that time. E-mail communication will be shared among team members prior to the meeting suggesting the protocol for how we will analyze the data.