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QEP Committee
February 4, 2016, 3:00pm – 4:00pm
Meeting Minutes

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Members present: Scott Byington, Jamee Stiffler, Constance Boahn, Seth Buchanan, Amy Gustavson, David Hartman, Susan Johnson, Robin Kohanowich, Aaron Mabe, Denise Martin, Heather McCracken, Kaan Ozmeral, Mary Parker, Michelle Powell, Sandra Thompson, Shelly Watkins

Scott Byington and Jamee Stiffler presented the description of the three subcommittees that the team would be broken into: 1) Processes, 2) Outcomes, and 3) Assessment. Each subcommittee had questions to focus on to generate ideas and questions.

Each subcommittee met for approximately 30 minutes. The following was the initial report out of each subcommittee:

Processes (Denise Martin, Heather McCracken, Mary Parker, Michelle Powell)
- Discussion on when career assessment should take place – application, placement testing, early registration, first ACA course, change of program
- Establish target population

Outcomes (Robin Kohanowich, Aaron Mabe, Kaan Ozmeral, Sandra Thompson, Shelly Watkins)
- Student learning outcomes: declaration/confirmation of a major; student understands major choices
- Short-term outcomes: use of financial aid, satisfaction measured through survey
- Long-term outcomes: program completion, graduation, retention
- Completion rates already exist as baseline information that can be measured.
- Look at demographics of students: online, full-time
- Avenue to market program choices could be conducting a major fair, open house advising, or through high school distribution.
- A possible measure could be the percentage of program changes after a student takes their ACA course.

Assessment (Constance Boahn, Seth Buchanan, Amy Gustavson, David Hartman, Susan Johnson)
- Look at possible use of career assessment tools such as O'Net, Holland, CFNC, Kuder Journey, Focus 2, or a homegrown system; what are other institutions using?
- Career assessment tool would result in a list of appropriate program choices and feedback on career outlook.
- Possible use of two assessment periods using same instrument: application and follow up in ACA course
- Important to integrate information into Datatel and Aviso
- Possible use of paper career assessment tool for students who complete a paper application.
- Action items: set up a Google document for assessment tools, research what assessment tools other institutions may be using, and determine what information can be imported into Datatel and where the information lives.

Scott Byington and Jamee Stiffler presented the meeting timeline for the remainder of February 2016.

Committee meeting adjourned at 4:15pm.