

QEP Committee
April 28, 2016 2:00pm – 3:00pm
Meeting Minutes

Members present: Maryann Aucompaugh, Seth Buchanan, Scott Byington, Amy Gustavson, David Hartman, Sarah Hoffarth, Susan Johnson, Robin Kohanowich, Aaron Mabe, Heather McCracken, Mary Parker, Kevin Pearson, Michelle Powell, Jessica Rogers, Morgan Steele, Jamee Stiffler, Amber Thomas, Sandra Thompson,

Members absent: Lara Abels, Constance Boahn, Denise Martin, Kaan Ozmeral, Nick Testa, Shelly Watkins

- Had a brief discussion about the assessment questions to ask.
- The pilot was completed this morning with an ACA 122 seated class. Another class will be completing the pilot on tomorrow and more data will follow
- Our major programs have been placed in the RAISEC coding
 - We have 2 to 3 per RAISEC coding
 - This is what the student will receive after taking the assessment. (12 question survey)

Seth shared a spreadsheet that gave the out

- Oldest student was 24 and youngest was 16
- Length of time (longest) 16 minutes; (shortest) 3 minutes
 - stop watch going on projector so students could keep track of their time.
- Question was raised about the student who completed the assessment in 3 minutes.
- Everyone at the meeting felt that the results given were good feedback for the committee.

A few of the responses from some of the questions asked:

- Question 5 (matched previous expectation for major: most of the students stated yes, no plan on changing their major
- Question 7 (was tool useful at entrance): A lot of “yes” and a few “no”
- Question 9 (would you recommend assessment to others): yes

Scott spoke briefly about his visit with Pitt community college. Don't assess all students as they come in. Have some counselors that speak with students who wish to speak with someone. There ACA class is career focus course.

Walk through process of NSO: Sarah has an agenda
6/15 @ main campus

- Check in 8:30-9:30
- Staging area: gym
- Give inventory upon entrance , still confused at which point will advising be with counselor about inventory
- In between campus tours – have assessment for late comers
- Waiting till 3:00 to register students: Meet before registering. Keep in mind some already registered upon arrival? Question raised was when we will have conversations 2 scores.
- Take about 20 minutes and complete @ welcome
- Increase academic advising time w/ AVISO
- Have counselor/success coaches as back up to register

Collect data: how to use as counseling piece

You will be @ to track pre-registered students if they match or not
Have people available to talk for pre-registered students

- Cards given out

- Check out: 5-10 minutes/per person
- NSO check out survey - @ 30 questions (1-5 scale)
- Hand out: card, RAISEC and ½ sheet w/questions

Staple (inventory, survey, card) in am before welcome session

Announce – want to discuss results of inventory someone will be available.

Explore CCCC bingo

Put in categories before go to rock/paper/scissors tournament

After welcome – drop off @ door before break out session

Bring card to advising

Question was asked: who will be available: Maryann agreed

A script will be provided so that all are receiving same information

8 orientation leaders: this will free up coaches

Keep weekly or every other for meetings

5/9 next meeting w/Adam for NSO

5/16 summer sessions start

Question was raised if they had enough information to present for the PC meeting

We should have one more meeting the end of May for finalization to work on cards, what to say @ advising

Scott will work on cards

Email script dialogue to the following: Jessica, Sarah, Kevin

Next meeting May 19th 2-3

Jamee will continue to send out invite for meetings

Meeting adjourned at 3:00pm.