

**QEP Exploratory Committee
Minutes
August 8, 2018
10:00 a.m., PCR**

Key Dates for Accreditation 2021

QEP Timeline (see below)

March 2020	Compliance Certification Due
April 2020	Off-site Review of Compliance Report
Summer 2020	Receive Report from Off-site Review Team
Fall 2020	Focused Report and QEP Due (exact date provided in Aug/Sept 2020) On-site Review Team Visit (exact date provided in Aug/Sept 2020)

QEP Expectations (7.2):

The institution has a Quality Enhancement Plan that

- (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes;
- (b) has broad-based support of institutional constituencies;
- (c) focuses on improving specific student learning outcomes and/or student success;
- (d) commits resources to initiate, implement, and complete the QEP; and
- (e) includes a plan to assess achievement

Tentative QEP Working Timeline

August 2018	Review QEP expectations and process. Begin collection of data in various areas related to student success.
Fall 2018	Conduct research on a list of potential topics identified through institutional research. Begin holding discussions with stakeholder groups to solicit feedback on potential topics.
January 2019	Update stakeholder groups on institutional research, best practices, and narrowed list of potential topics. Solicit additional feedback.
March/April 2019	Finalize topic
Summer/Fall 2019	Develop and write QEP plan
March 2020	Complete draft of QEP

Suggested Topic Selection Process

1. Solicit ideas for improving student success from a cross-section of stakeholders:
 - a. NWFSC Faculty and Staff
 - b. NWFSC President's Cabinet
 - c. NWFSC President's Advisory Council
 - d. NWFSC Board of Trustees
 - e. Student Success Committee
 - f. Graduates/Alumni
 - g. Okaloosa County School District Faculty and Staff
 - h. Walton County School District Faculty and Staff
 - i. Program Advisory Committees
 - j. Other?

2. Review of Institutional Research and other data
 - a. State Accountability Measures
 - b. Performance Based Funding Measures
 - c. Institutional Effectiveness Measures
 - d. Success rates in gatekeeper courses
 - e. Comparative success rates between traditional and online course delivery
 - f. College-readiness indicators for FTIC high school graduates entering NWFSC
 - g. College prep student success rates
 - h. At-risk indicators from student profiles
 - i. Other?

3. Methods of Data Collection
 - a. Survey
 - b. Discussion groups
 - c. Institutional reports

Next Steps/Action Items

1. Begin collecting data to identify areas for improvement in student success. Due Date?

Minutes:

Committee determined timeline seems reasonable at this point.

- Per guidance and conversations from SACSCOC meetings, QEP should not be piloted any earlier than Fall 2020.

Additions to stakeholder groups:

- SGA and PTK
- Military
- ISP
- Other community/business leaders (i.e. TechMen, etc.)

Additional research and data sources:

- Perkins
- Entry-level student success rates instead of small prep student population
- Dr. Behrens suggested we add a one-day workshop as an additional way to collect data. He shared the QEP process implemented at HCC. (HCC QEP will be available in the SACSCOC 2021 QEP folder in SharePoint).

Possible topics for QEP:

- Completion
- Retention
- Success in Math
- Transfer
- Equity

Equity generated the most discussion as initiatives in this area are timely and can have a positive impact in any of the additional areas discussed.

Discussed the possibility of asking David Jenkins of AtD to speak at the College.

For the next meeting, committee members are going to explore potential projects surrounding equity. Dr. Fontaine will review recent QEP topics on the SACSCOC website.

Next meeting: mid- to late-September