NORTHWEST FLORIDA STATE COLLEGE

QEP Exploratory Committee
Minutes
March 6th 2019
2.00pm
Teaching and Learning Conference Room

Attendees:

Ms. LaTosha Pinckney	Chair, Director of Student Development and Campus Engagement
Ms. Pauline Anderson	Dean of Institutional Research
Mr. Glen Barfield	Director of Campus Centers
Mr. Carter Caywood	Executive Director of Student Success Navigation
Ms. Laura Coale	Executive Director of Strategic Communications
Mr. Michael Erny	Dean of Career and Technical Education
Dr. Deborah Fontaine	Assistant to the President for Accreditation Chair of English/Communications and Social Sciences
Ms. Bryony Harvey	Minutes, SACSCOC Assistant
Ms. Janice Henderson	Director of Learning Resources Center
Dr. Sasha Jarrell	Interim Vice President of Teaching and Learning
Dr. Charlotte Kuss	Director of Nursing
Dr. Nate Slaton	Vice President of Student Success
Dr. Anne Southard	Dean of General Education and Online Learning
Dr. Ann Waters	Professor of Fine and Performing Arts

Item		Action
Tentative Topics		
1.4.18/19	• Dr. Fontaine welcomed everyone to the meeting. Due to Dr. Jarrell's on going commitments, LaTosha Pinckney will now lead the QEP Exploratory Committee. • Dr. Fontaine thanked Ms. Pinckney for stepping forward to lead the committee. • Ms. Pinckney will lead the committee until a topic is chosen. Once a topic has been selected the QEP Exploratory Committee will dissolve and a new committee will be elected with members chosen based on the QEP topic.	

	• The following tentative topics have been gathered over the past few months:
	   a. Equity
	   b. Communication
	   c. Professional Development
	   d. Persistence
	   e. Mentorship
	   f. Transfer (AA)
	   g. Achievement Gaps
	   h. Online Learning
	   i. Completion gap at centers
	   j. First-Year Experience
	• The group's aim is to communicate these tentative topics to stakeholders over the coming weeks to gage opinion about their value and additional potential topics.	

Current Data Available		

2.4.18/19	• Current data available to the group include:
	   a. Success rates in traditional and distance learning courses
	   b. ICAT Survey Results
	   c. ICAT Café Results
	   d. SENSE Results
	• The group intends to utilize data from existing sources and hope to align the QEP with initiatives such as 'Achieving the Dream'.
	• Dean Anderson is currently working with the results of SENSE, she intends to study them in more depth to ascertain which information will be of greater use.
	• Dean Anderson is assembling a document based on ICAT results and feedback from the ICAT Café.
	• Data from SENSE and ICAT have different benefits. SENSE data is benchmarked against other institutions and can be repeated every few years.
	• ICAT can only be used to draw comparisons from within the college, in addition its results are more open to interpretation.
	• There will be an opportunity to study the results from both SENSE and ICAT at the next QEP meeting.
	• CCSSE and CCFSSE are currently being administered however results will not be available till fall 2019.
		PA

Stakeholders Reached		

3.4.18/19	• The following stake holders have been contacted:
	   a. Faculty, full- and part-time
	   b. Administration
	   c. Staff
	   d. SGA
	   e. Phi Theta Kappa
	• The group wishes to use utilize existing points of contact and existing data.	

Next Steps		

4.4.18/19	- The group wished to review existing data prior to contacting stakeholders in order reach out in a more focused manner. - It was decided to review previous minutes from the following meetings/contact the following groups to establish ongoing issues: - Student Government Association - Phi Theta Kappa - Program Advisory Groups - General Education - Career Education - Library and Learning Resources - Duel Enrollment (Anthony Boyer) - Centre Coordinators - IT (Corey Perkins) - Distance Learning and e campus (Deidre Price) - Student Success - All data/information must be passed to Ms. Pinckney no later than 26th March.	LP LP ME AS ME JH LP GB LP LP CC
Key Dates		
5.4.18/19	- Ms. Pinckney reminded the group of the follow key dates: - 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 - Fall 2020 On-site Review Team Visit - She also reminded the group of the QEP Tentative Working Timeline: - May 2019 Finalize topic - Summer/Fall 2019 begin literature review and draft QEP plan - July 2019 Representatives to attend SACSCOC Quality Enhancement Meeting - March 2020 complete draft of QEP - The 2nd and 3rd action plan for 'Achieving the Dream' is due in May 2019. If we wish to align the QEP with 'Achieving the Dream', work will have to be done in the upcoming months to ensure we have a topic selected by May 31st.	

Item	Action	Staff Member	Date Due
2.4.18/19	Present the results of both SENSE and ICAT to QEP Exploratory Committee.	PA	4/4/2019
4.4.18/19	Review minutes from Student Government Association and collate any relevant data.	LP	3/26/2019
4.4.18/19	Review minutes from Phi Theta Kappa and collate any relevant data.	LP	3/26/2019

4.4.18/19	Review minutes from Program Advisory Groups and collate any relevant data.	ME	3/26/2019
4.4.18/19	Review minutes from General Education and collate any relevant data.	AS	3/26/2019
4.4.18/19	Review minutes from Career Education and collate any relevant data.	ME	3/26/2019
4.4.18/19	Collate data from Library and Learning Resources meetings as well as Library feedback comments.	JH	3/26/2019
4.4.18/19	Contact Anthony Boyer regarding Duel Enrollment data/minutes.	LP	3/26/2019
4.4.18/19	Contact Centre Coordinators regarding often raised issues.	GB	3/26/2019
4.4.18/19	Contact Corey Perkins regarding ongoing issues on IT tickets.	LP	3/26/2019
4.4.18/19	Contact Deidre Price to request data/details from Distance Learning and e campus meetings.	LP	3/26/2019
4.4.18/19	Review Student Success surveys and collate relevant data.	CC	3/26/2019

Date of Next Meeting: Thursday, April 4th, 2019, 2:00 p.m