

Quality Enhancement Plan Steering Committee
Informal Meeting Notes

In attendance: Kevin Shriner, Scott VanSelow, Fredrick Morgan, Kristen Ralston (student), Yvonne Guterrez (student), Pat Newell, Theo Koupelis, Eileen DeLuca, Rebecca Gubitti, Martin Tawil, Tom Rath, Kathy Clark, Sandra Seifert, Christy Gilfert, George Manacheril, Ed Smith, Bill Wilcox, Pam Mangene

- Update on Dr. Goldstein visit. Dr. Goldstein said the QEP looks “promising.” He left us with some salient questions that must be answered as we move forward.
 - We need to increase student input in the process.
 - He asked about our process and link to strategic planning
 - He asked about what data was used to come up with the topic
 - What are the links to student learning outcomes?
 - Is the scope appropriate? Is it transformative.
 - He noted that we should avoid draining faculty already teaching a full load.
 - Is there appropriate succession planning
 - We need to get on Board of Trustees agenda
 - We need to do the focus groups with students.
 - Dr. Manacheril noted that we should not be perturbed by some of the large questions. He thinks we’re in good shape.
 - We need to create the initial budget with Gina.
 - We need to decide whether or not we want to pilot in the fall.
- Pat Newell reported on the questions she’s created for the student focus groups
 - Looking back now, what do you wish you had known?
 - Who is responsible for your success (or lack) in college?
 - What is your biggest obstacle to the completion of your degree?

- These students wanted to apply time management.
 - Students wanted to learn how to cope in life (more than in academics)
 - Really liked studying their learning styles and how to fit their classes.
 - If they had to drop out right now, they think it's because of their life problems
 - If you are not as successful as you'd like to be, what information could have helped you?
 - Please rank the learning outcomes for the QEP in order of importance.
 - What other outcomes would you add to the list.
- Kevin Shriner has created the course description which will be sent to the state. Kevin asked for input. We'll be taking this to the Curriculum Committee as an information item in February.
 - A sub-committee was formed to look into the specific credentials and qualifications to be added to the regular faculty job description. This will be taken to the union. Rebecca Gubitti, Kevin Shriner, and Martin Tawil will comprise the sub-committee.
 - The Content Consultant, Mary Stuart Hunter, will be coming on March 21 for two days to help create the content for the course.
 - We'll e-mail out for a sub-committee to continue to work on learning outcomes and assessments specifically for this course.
 - Need to continue to work on training and development for faculty for the QEP. The Training and Development Committee of the FYE has a plan prepared, and some elements of it are already being taught in the TLC. There are also plans for a summer institute to be conducted in the summer. The sub-committee recommends that someone like a John Gardner be brought in for the summer institute. This will involve budget considerations. Dr. DeLuca points out that we continue to come back to the same questions of budget and staffing. These questions must be answered before we move forward.
 - Kathy Clark passed around an article from the League for Innovation that addresses what kind of revenue can be produced from FYE courses when retention is improved.
 - Rebecca brought up the question of textbooks. This needs to be done quickly. Dr. DeLuca asked if there has been research done on which colleges have used their own

textbooks. Kathy Clark said she has done that research. Kevin Shriner points out that we want to decide on our own curricular goals before we choose a textbook. Dr. DeLuca points out that this is our chance to do something creative and meaningful. We want to do something constructive here. There are ways to do this without using a standard textbook.

- Pat Newell asked if the course might be presented as a blended course. The goal at the moment is to be a ground course with on-line enhancements.
- There was a general discussion of the best times to run the course – three meetings, two meetings, or one meeting a week. Kristen Ralston pointed out that as a student, she prefers the two meetings per week.
- We're considering the best dates for the mini-meetings of Cornerstone updates on all campuses.
- Some of our members are at the FYE conference this weekend. They will report back next week.