

# APPENDIX Q

**TEAM 11**

**Case for Reqs/Std:**

- \_ CR2.12 QEP
- \_ CS3.3.2 QEP outcomes\*
- \_ QEP DOCUMENT



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**SACSCOC REAFFIRMATION 2016 Agenda/Minutes**

**QUALITY ENHANCEMENT PLAN  
IMPLEMENTATION TEAM  
AGENDA/MINUTES 3-31-2015**



*Southern Association of Colleges and Schools  
Commission on Colleges*

ITEM	TIME	AGENDA ITEM	PRINCIPLE	ACTIONS	NOTES	ESCALATION ISSUE Y/N
	2:00	1		Welcome and Introductions	All participants introduced themselves.	
	2:10	2		Review and approve Core Team Minutes and Steering Committee Minutes from last week	Minutes were approved as corrected (spelling of names Coleman & Kunz)	
	2:15	3		Update regarding progress of the QEP proposal	Dr. Hinojosa has the proposal. Preliminary approval has been obtained to begin implementation. The assessment plan is still being refined.	
	2:15	4		Timeline for Document Submission	The proposal document timeline was reviewed. August 31, 2015 is the deadline for submission of the plan to SACS. The on-site reviewers will have the plan prior to their October visit. Dr. Machen requested that the plan be distributed to Committee members after Dr. Hinojosa's approval rather than waiting for editing team to review/polish.	
	2:30	5		Update on Implementation Planning	Laura Miele recapped the task of the implementation team and the timeline was completed/updated. See Item #6.	
	2:45	6		Complete Implementation tasks timeline	<b>New Student Orientation:</b> Dr. Richard Johnson reviewed the planned slides for presentation. It was recommended that in this first discussion with students, the question "what is QEP?" should be included. Laura Miele recommended that the	

					<p>objective on the slide be changed to the Student Learning Outcomes to include VIP (values, issues, &amp; perspectives of others). The logo should also be added. It was recommended that a flash drive band be given to the students to commemorate their understanding of the QEP. Completion date: 4/28/15. <b>New Student Convocation:</b> due by 4/28/15. <b>Special Projects:</b> Ms. Botello requested more information. Laura Miele recommended that this be student driven, such as videos to be used as instructional tools. Dr. Williams shared information about a presentation "Date Rape or Drunk Sex" that proved to be a catalyst for good discussion among students. Sean Nighbert suggested this could be tied in to the current district-wide Title IX training. Dr. Williams is to investigate availability/copyright issues. <b>Focus Groups:</b> Preliminary open-ended questions to generate discussion will be provided by 4/28/15. Another purpose of these groups is to get feedback about assignments being used. John Martin suggested that there be two focus groups during the fall semester (2015) and two during the spring semester (2016) in order to obtain a comparative collection of data. The question of who these students would be was deferred for discussion with Dr. Hinojosa. <b>Academic Planner:</b> It was requested that the logo be added to this, as well as an app if able to be created in order to link virtual and physical content. Kevin Schanz is nailing down a timeline with the vendor and will have a report by 4/28/15. <b>All Access Pass:</b> The first draft has been turned in to Dr. Machen. This should be coordinated with Orientation slides and should include logo and objectives. Report due 4/14/15. <b>Student Handbook:</b> The handbook is on-line. The handbook already includes academic integrity guidelines. The log and objectives should be added. There is a question as to placement of this material. <b>Student Organization Handbook:</b> Dr. Williams reported that there is ongoing training with organization representatives. It is hoped that student organizations will pick up some of the special projects that relate to ethical decision-making. <b>Student Success Newsletter:</b> There is info</p>	
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					<p>in April edition which will be distributed tomorrow. It was requested that this information be e-mailed to committee members ASAP. <b>Focus Statement in SPC syllabi shells:</b> This is being investigated and it has been determined that each VP has someone in their office who can edit syllabi shells. Placement of this material is yet to be determined, but it is agreed the closer to the top the better. The logo and focus statement should be included. <b>QEP SLOs in course syllabi of designated courses:</b> Report due 4/22/15. <b>Faculty Workshops:</b> Andy Hill and Matthew Fuller will present on how to integrate ethical decision-making into various disciplines. The pilot, scheduled for professional development week (fall 2015) will include 15 faculty. Dr. Machen requested that this remain budget friendly. <b>Master Teacher Certification:</b> Luis Lopez (not present) has requested resources for expanding the modules. Some information has already been incorporated into the Master Teacher curriculum. There is a Q&amp;A with the current class scheduled for tomorrow. Laura Miele plans to attend and invites other members of the committee to join her. <b>Division Meeting Roundtables:</b> Outline with dates to be delivered by 4/19/15. <b>CANVAS QEP:</b> Until there is content, there is nothing to upload to the Learning Commons. Dr. Davis to initiate the structure of the Learning Commons and the team will get the resources. This will be a repository of information. Jill Zimmerman has uploaded nine articles to the Literature Review File in the QEP Canvas site that relate to implementation of the QEP topic in the classroom. <b>Tip of the Week:</b> The edits have been posted to CANVAS and will be e-mailed to all. Laura Miele pointed out that not every submission was appropriate for posting. The logo should also be included with the tip of the week. <b>Logo Results:</b> Selection "B" was the top vote-getter and although the final vote count has not been tabulated, this should not change the results. It was stated that it is important for PR to have a presence at these meetings in order to keep up momentum.</p>	
3:00	7			Next Steps	Assignments as above. Next meeting 4/14/15/.	
Approved						