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**Trinity Valley Community College  
SACS Reaffirmation Project  
Quality Enhancement Plan Task Force  
Meeting Minutes -- April 29, 2005**

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**Meeting held in LRC245 and via distance education to Kaufmann Campus between 2:00 and 3:30.**

**QEP Task Force Members**

Present: Kay Pulley, Jeremy McMillen, Rob Risko, Linda Gann, Janet Lumpkin, Vicki Dossett, Wanda Mayes, Judy Callicoatt, and Russell Self.

Absent: Dale Gates.

**(1) Announcement of QEP Director**

-Kay Pulley officially assumes this role on June 1, 2005.

**(2) Discussion of Learning Outcomes for QEP.**

A discussion of the learning outcomes that were submitted to date was initiated by Jeremy McMillen. The group discussed the need for additional data prior to going further into the specifics of the learning outcomes.

Rob Risko discussed the need to have information on our entering students to know what we are dealing with as it relates to entrance THEA scores and equivalencies.

*Action Item: Jeremy is going to visit with Brett in the computer center and Collete (registrar) on Tuesday.*

Jeremy asked the group to begin to think about potential assessment tools that we may utilize for each of the learning outcomes.

Jeremy mentioned that the Community College Survey of Student Engagement (CCSSE) data and the Community College Faculty Survey of Student Engagement (CCFSSE) would be available later this summer.

Jeremy and Janet shared information from four student focus groups that they conducted this week.

**(3) Need ideas for Implementation of QEP**

Rob Risko mentioned that North Harris Community College District had utilized a test in addition to THEA for placement. He felt this information would help us to understand how to better implement programs.

Kay mentioned the First-Year Experience by John Gardner, as a way to focus on a narrower body of students. There were multiple items discussed related to this, including Freshman Interest Groups (FIGs), Study-skills opportunities (online and face-to-face),

Linda Gann mentioned that she had been thinking of writing as a means to demonstrate other outcomes rather than just an end in itself. There was a great deal of reflection about the value of writing and how this encourages metacognition (thinking about one's own thinking). Judy Callicoatt mentioned that the journaling exercise that she had students to work on for their clinical experiences was invaluable, Vicki mentioned the reflective activities during class were helpful, Janet mentioned the same thing in relation to 3x5 cards at the end of class.

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Vicki expressed that students in concurrent enrollment may have the mental ability to survive in college courses, but they lack the social interaction skills necessary to survive in the world of work.

Vicki mentioned using study groups in the class situation to be able to engage students. She would have students to form groups the last 5 minutes of class, so that study groups are formed. She would mix the groups up at various points throughout the semester to encourage greater networking.

Freshman orientation was mentioned as a place to help students to be informed about study skills, academic assistance programs, etc...

*Action item: Jeremy asked the group to continue to think about implementation ideas to be put into a menu of possible items for us to utilize to enhance student learning.*

## **(4) Expansion of QEP Involvement to QEP Advisory Group.**

Jeremy introduced the idea of beginning to involve more people into the QEP process as members of an expanded advisory group. Vicki Dossett asked how this would be accomplished. It was discussed that a potential way to accomplish this would be to have smaller work teams that would focus on specific components of the QEP to begin to become involved. The leaders of these work teams would participate in the QEP Task Force. The group was asked to think of logical work teams that would make this a successful project. Some of the ideas included:

- Learning Outcomes
- Assessment
- Faculty Development
- Engagement
- Communication/Marketing

*Action Item: Jeremy asked that the group provide additional feedback on the work team structure proposed above. Kay and Jeremy will work to solidify the work team structure in the coming weeks. The group agreed that this was appropriate.*

## **(5) Need ideas for Best Practices in Higher Education as it relates to our topic.**

Jeremy mentioned that he was compiling a web resource for best practices for our QEP topic, and that the group should send ideas for inclusion on this website.

<http://www.tvcc.edu/sacs/enhance/bestpractices.htm>

## **(6) Name of the QEP Project**

Kay asked the group to begin to think about the QEP as TVCC's project, and not something that we do because of SACS. This is about enhancing student learning.

As a way to communicate this, the group considered naming the project something other than QEP, and the proposed name of Building Relationships in Delivering Greater Educational Success (BRIDGES) was considered. It was agreed that the separation of the project from SACS would help us to embed this into the culture of TVCC, and would help the project to have greater buy-in from faculty at large. Furthermore, a distinct name would enable us to market this to our students in a more effective manner. The group had some reservations about the name of BRIDGES.

*Action Item: By June 1<sup>st</sup>, send Jeremy ideas on potential names for the project.*

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## **(7) Other Communication/Marketing Issues Related to QEP**

Kay mentioned that information on the QEP would be shared with all faculty at the Faculty Association Meeting prior to graduation on May 13<sup>th</sup>.

It was mentioned that there needs to be a way to communicate with Division Chairs and Deans so that the identification of “crucial learning experiences” could be accomplished this Summer.

*Action Item: Jeremy and Kay will work to solidify how this will be communicated to Deans and Division Chairs.*

Jeremy mentioned that all QEP-Related Minutes will be available online at:

<http://www.tvcc.edu/sacs/enhance/minutes.htm>

## **(8) Group Discussed Next Meeting**

The group agreed that Thursday afternoons after 2:00 would be good times to meet during the summer. Various members of the group were not officially scheduled to work during the summer, but expressed that they would like to continue to be involved in this project if a meeting is held.

Meeting adjourned: 3:30