

# Meeting Minutes

**Date:** April 2, 2009  
**Time:** 11:10 a.m.  
**Location:** Student Services  
Conference Room –  
Bessemer Campus

**Meeting called by:** Kristie Rankin/Jamie Glass

**Committee:** QEP Evaluation Team

**Note taker & Timekeeper:** Jamie Glass

|                   |                         |                     |                 |
|-------------------|-------------------------|---------------------|-----------------|
| <b>Attendees:</b> | Jamie Glass             | Philana Suggs       | Dr. Randy Glaze |
|                   | Dr. Francesca Hitchcock | Craig Lawrence      | Tom Berryman    |
|                   | Jeff Sweatmon           | Elijah Anthony      | Sharon Romine   |
|                   | Dr. Kristie Rankin      | Dr. Cynthia Anthony |                 |

## *Minutes*

**Presenter:** Jamie Glass

**Discussion:** Introduction

Jamie Glass gave an overview of the purpose of this team. She told the team that we would be handling the assessment component of the QEP.

**Presenter:** Kristie Rankin

**Discussion:** Curriculum Team overview

Dr. Rankin gave us an overview of the activities of the Curriculum Team. They are working on literary reviews and other items.

Dr. Rankin also indicated that she in discussion with VP Crews about the Student Activities we have held in the past and some new activities she would like to be considered.

**Presenter:**

**Discussion:** General Discussion

Dr. Glaze told the committee about the CCSSE survey and the importance of learning everything we can about it. This is one of the survey tools currently being used by the college.

It was discussed that a really good way to determine what a student has learned in the Freshman Academy is through pre and post tests.

We also decided that it would be beneficial to determine the student's goal when they enter the college so that we can determine if they satisfied that goal. If they have satisfied their goal, we can consider them a positive leaver. For example, if the student's goal was to come in and take the Air Conditioning review course. Just because the student did not return the following term does not mean that this is not positive.

Craig Lawrence indicated that another good question to ask the student would be: "What did you learn that you wish you knew in the first 24-48 hours of your college experience at the college?"

Dr. Glaze mentioned that we need to come up with a method for tracking students for "life". "What happens to the student after he/she has completed the Freshman Academy".

Elijah Anthony indicated that the evaluation team will need to attend meetings of the other teams whenever possible.

We discussed that the original deadline we were given for QEP was June 1<sup>st</sup>. It was noted that the instructors are off for a few days after May 14<sup>th</sup> and when they return it will be time for registration. We really need to have this finished by May 14<sup>th</sup>.

**Meeting adjourned by: Kristie Rankin      Time: 12:00 p.m.**