

QEP Primary Leadership Team Meeting

Wednesday, April 1, 2009

1:00 p.m.

Hall Building Conference Room, Bessemer Campus

MINUTES

The QEP Primary Leadership Team met on Wednesday, April 1, 2009 at 1:00 p.m. in the Conference Room of the Ethel Hall Building on the Bessemer campus. In attendance were Dr. Stephen Monti, Ms. Vyavuka Masi Masi, Dr. Myrtes Green, Mr. Elijah Anthony, and Ms. Regina Doriety.

Mr. Anthony and Ms. Doriety reported that they attended the QEP Curriculum Team meeting which was held on Wednesday, April 1 at 10:00 a.m. The Curriculum Team has a clear understanding of their tasks and are well on their way to developing a Literature Review consisting of approximately 15 pages with citations in APA format and Student Learning Outcomes. They are aware of the April 17 deadline to have the Literature Review completed. The team assigned the following members to work on the Lit Review: Harold Higginbotham, Sandra Henderson, and Kristie Rankin. The team assigned the following members to work on the Student Learning Outcomes: Chante Calhoun, Renay Herndon, Darren Allen, Lori Chisem, and Janice Orange. The group discussed issues relating to developing the Student Learning Outcomes such as student activities, the development of a text book, team teaching, course management, and learning communities. Regina Doriety will contact Dr. Kristie Rankin to get information on the Curriculum Team's next meeting dates.

Dr. Monti had a concern about the types of evaluation instruments that will be used to assess the course. The team discussed different types of instruments including surveys, CCSSE data, midterm exams/interviews, and course final exams. The team discussed needing quantitative and qualitative strategies and the need to choose measures that are valid and reliable.

The Primary Leadership Team discussed using student focus groups to gather information from a student's perspective. The Team decided to have two, one-hour sessions consisting of 10 students in each session. The Team will develop the questions (7-8). Mr. Anthony will coordinate the students. Dr. Green suggested Vernona Williams, Al Young, Hank Wade, Darlene Martin and Pier Wilkerson as moderators. The focus group sessions will be held on Thursday, April 9 in the ACATT Building on the Birmingham campus.

Dr. Monti noted that all teams have scheduled meetings with their committee members except for the Professional Development Team. Regina Doriety reported that she would contact the co-chairs Jeff Sweatmon and Cedric Burden. The Evaluation Team will meet on Thursday, April 2, 2009 at 11:00 a.m. and the Marketing Team will meet on Friday, April 3, 2009 at 1:00 p.m. The Curriculum Development Team met on Wednesday, April 1, 2009 at 10:00 a.m. The Budget Team and Special Events Team will not meet until later in the process.

Dr. Monti reported that he would like for the Primary Team to send out an email to thank everyone involved with the QEP and to give encouragement and guidance. He agreed to develop the email and send it out on behalf of the Primary Leadership Team.

Ms. Masi Masi suggested that the Primary Team schedule their own course in Blackboard to house a discussion area and a place for documents. It was also suggested that an email distribution list of all persons involved with the QEP be developed.

The Team developed timelines to the following:

Step Two: Defining the Student Learning Outcomes

Responsible parties: Curriculum Development Team, Evaluation Team

Deadline: April 10, 2009

Step Four: Identifying the Actions to be Implemented

Responsible parties: Administrative Cabinet, Primary Leadership Team, Marketing Team, Special Events Team, Curriculum Team, Professional Development Team, Budget Team, Evaluation Team

Deadline: May 4, 2009

Step Five: Establishing the Timeline for Implementation

Responsible parties: Administrative Cabinet, Primary Leadership Team, Curriculum Team, Professional Development Team, Evaluation Team, Budget Team

Deadline: May 4, 2009

Step Seven: Identifying Necessary Resources

Responsible parties: Administrative Cabinet, Budget Team, Curriculum Team, Evaluation Team, Professional Development Team

Deadline: May 18, 2009

Step Eight: Assessing the Success of the QEP

Responsible Parties: Administrative Cabinet, Evaluation Team, Curriculum Team

Deadline: May 4, 2009

Regina Doriety
Recorder