

## QEP Primary Leadership Team Meeting

Wednesday, April 15, 2009

1:00 p.m.

ACATT Building, Executive Board Room, Birmingham Campus

### MINUTES

The QEP Primary Leadership Team met on Wednesday, April 15, 2009 at 1:00 p.m. in the Executive Board Room of the ACATT Building on the Birmingham campus. In attendance were Dr. Stephen Monti, Vyavuka Masi Masi, Dr. Myrtes Green, Elijah Anthony, Dr. Sherri Davis, Jeff Sweatmon, Emma McKinstry, Katrina Dudley, Randy Fail, Sharon Crews, Carol Champion, Wanda Natale, Kristie Rankin, Geri Albright, and Regina Doriety.

The Primary Leadership Team invited the co-chairs of each team to meet and give an update of their team's progress.

**Marketing/Special Events Team:** Geri Albright reported that the team has made progress and has identified some items that they would like to market such as a "I Wish I Had of Known" booklet, calendars, pens/pencils, and notepads.

**Curriculum Team:** Dr. Kristie Rankin reported that Student Learning Outcomes have been developed and a revised copy is available. The team had assigned at least one SLO to a group of team members. They are researching that topic and suggesting activities and class curriculum pertaining to the topic. Dr. Rankin also noted that the research shows that the school should develop and tailor a course specifically in regard to the type of students and faculty here at our institution. She reported that we should be using social networking sites and Blackboard as a portal to an e-portfolio development program.

**Budget Team:** Sharon Crews reported that the team needs a list of prospective needed items from each team. Each team should develop a list of desirable and essential items by the end of the month. The budget team is aware that the Freshman Academy will need dedicated classroom space, laptops, the development of a textbook, and projectors for each classroom. Ms. Crews reported that she will be developing a five-year budget based on the reports from the teams.

**Professional Development Team:** Jeff Sweatmon reported that his team has divided a list of resources including websites and printed material and assigned to groups to research. The CTCL lab has been recommended. He asked for a list from the current course facilitators of what type of activities they are anticipating in the new course.

Ms. Masi stressed that it is very important to start writing or at least to generate an outline. We need to articulate the plan at this point.

Elijah Anthony asked why Facebook and MySpace are blocked at this institution. Dr. Green reported that there is a problem with bandwidth. The group discussed the use of these social networking sites on campus and agreed that an institution of higher learning is designed to make students responsible.

The group discussed meeting attendance for the teams. Again the Primary team suggested that each team schedule their meetings after 2:00 p.m. to accommodate most of the faculty.

The group discussed the need for retention information and evaluation information. The past PSY100 surveys and CCSSE information needs to be compiled. Dr. Davis asked what is the college-wide impact, how can we measure the impact and how can we track students after graduation. She suggested having a pre and post survey for the course to measure attitudes about learning.

The admissions office has the ability to flag students enrolling in the new Freshman Academy. These students can be tracked continuously during their time of enrollment. It was suggested to have three surveys; a pre-survey at the beginning of the class, a mid-survey after completing the course, and a post-survey after graduation or during their final term.

Dr. Monti reported that he felt the Freshman Academy instructors should possess certain characteristics such as energy, and excitement for the course. The group discussed how to identify instructors/facilitators for the course. They discussed using facilitators that are hand-picked or using persons that volunteer that show an interest in teaching the course. Incentives need to be identified.

No other business was discussed and the meeting adjourned at 2:45 p.m.

Regina Doriety  
Recorder