

## **QEP Primary Leadership Team Meeting**

Wednesday, April 22, 2009

1:00 p.m.

Ethel Hall Building, Conference Room, Bessemer Campus

### **MINUTES**

The QEP Primary Leadership Team met on Wednesday, April 22, 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, Vyavuka Masi Masi, Elijah Anthony, Dr. Bruce Crawford, Randy Fail, Sharon Crews, Carol Champion, Wanda Natale, Kristie Rankin, Jamie Glass, Philana Suggs, and Regina Doriety.

The Primary Leadership Team invited the co-chairs of each team to meet and hear a summary of the First Year Conference Elijah Anthony and Chante Calhoun had recently attended. Mr. Anthony reported that the conference was very helpful in understanding the purpose of the Freshman Academy. The conference addressed why to develop a first year experience course, how important identifying our student profile is, and the need to determine what we want to get out of the students in the course. He reported that there are different course formats: hybrid, academic, and study skills. We need to determine the outcome we are looking for from the students after course completion. He gave the co-chairs an opportunity to ask questions and/or get more clarification if needed.

Jamie Glass asked what students are required to register for the Freshman Academy. It was determined that award seeking, first time college students, and award seeking transfer students with less than 12 hours transfer credits are required to take the course. Transient students, high school dual enrolled students, transfer students with more than 12 transfer credit hours, and students enrolling for courses for personal enrichment-not award seeking are not required to take the course. Dr. Crawford noted that the course could be beneficial for all students. Dr. Rankin reported that there is a two-day orientation that is held for all students; however, not all students elect to attend the sessions.

Dr. Rankin and Chante Calhoun reported for the Curriculum Team that they have lots of ideas but not sure how to put everything together. They know each course needs to be uniform and they want to work with the Professional Development Team to help design a Blackboard course. They suggest that faculty development give tools to the instructor to engage students. They feel that the course activities need to be very description so that every instructor does the same activity. They want to take most of the lecture out of the course and use lots of technology and online activities such as Blackboard, e-portfolio and one-minute paper reflection activities. It is recommended that the new Freshman Academy course be a full-term course. The name of the course needs to be changed from the current PSY100 name. The Curriculum Team is writing a course description recommending that the course be a 15 week course with no more than 20 students in each class.

Dr. Sherri Davis will check the Academic Inventory to determine what options are available concerning changing the name of the course and the credit/contact hours. She reported that if we change the number of credit/contact hours it may be eligible to transfer.

The group discussed developing a textbook for the course and reviewed many copies team members had brought along to the meeting. Dr. Rankin and Chante Calhoun request a Blackboard course account to start building the Freshman Academy course.

The QEP Primary Leadership Team discussed the need for more information from the library's provided resources be used in the Literature Review. Dr. Monti suggested that we look over the QEP document again to make sure there are no gaps. He provided worksheets for the team to review and write down needed items for each area including: Executive Summary, Process Used to Develop the QEP,

Identification of the Topic, Desired Student Learning Outcomes, Literature Review and Best Practices, Actions to Be Implemented, Timeline, Organizational Structure, Resources, Assessment, Appendices.

The QEP Primary Leadership Team decided to meet on Friday, April 24 at 3:00 p.m. in the CTCL Lab on the Birmingham campus to develop a chart for each team to complete with the necessary items.

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

Regina Doriety  
Recorder