

QEP Plenary Team Meeting

Wednesday, May 13, 2009

1:00 p.m.

Auditorium, Ethel Hall Building, Bessemer Campus

MINUTES

The QEP Plenary Team Meeting was held on Wednesday, May 13, 2009 at 1:00 p.m. in the Auditorium of the Ethel Hall Building on the Bessemer campus.

Those in attendance were:

Geri Albright	Sherri Davis	Nkenge Hudson	Bessie Shelton
Darren Allen	Regina Doriety	Craig Lawrence	Frances Stewart
Cynthia Anthony	Katrina Dudley	Roy Ledford	Mary Stringfellow
Elijah Anthony	Randy Fail	Sheila Marable	Jeff Sweatmon
Myra Bailey	Jamie Glass	Vyavuka Masi Masi	Hank Wade
Cedric Burden	Myrtes Green	Shelly Millender	Stephen Walker
Chante Calhoun	Sandra Henderson	Stephen Monti	Ashley Wiley
Carol Champion	Renay Herndon	Rachel Morgan	Larry Williams
Lori Chisem	Harold Higginbotham	Teheitha Taylor-Murray	Licia Williamson
Bruce Crawford	Joseph Hollins	Karl Pruitt	
Sharon Crews	Tracey Howard	Kristie Rankin	

Those absent were:

Rand Armbruster	Yolanda Gardner	Kendle Jackson	Robert Smith
Carolyn Bennett	Patricia Gentsemer	Aisha Lewis	Kevin Spencer
Tom Berryman	Randy Glaze	Darlene Martin	Philana Suggs
Inez Boswell	Ann Guy	Emma McKinstry	Katrina Swain
Calvin Briggs	Ruth Hannon	Nomsa Moyo	Lorenza Thomas
Lola Bryant	Sadie Harris	Charles Murray	Eula Todd
Claudia Burgin	Shelby Hayes	Wanda Natale	Venita Tubbs
Charlsie Cook	Frances	Janice Orange	Pier Wilkerson
Melissa Crusoe	Hitchcock	Apryl Parker	Amicka Williams
Gwendolyn Ekundayo	Eva Howard	Sylvia Parsons	Vernona Williams
Charles Fowler	Sandra Howard	Donnell Perry	Nancy Wilson
Lewis Gant	Tonya Hunter	Mary Smith	Allen Young

Mr. Elijah Anthony called the meeting to order at 1:05 p.m. Mr. Anthony welcomed all team members and thanked everyone for attending. He noted that today's meeting is an opportunity for teams to exchange ideas and finalize composing the QEP. The meeting objective is to finalize the plan so the Leadership Teams can compose the QEP document by communicating across teams, resolving any pending issues, and coordinating the teams' proposals into a single, coherent plan.

Mr. Anthony noted the calendar for May 2009. He reported that there are only six Faculty Duty Days for the month. He encouraged all team members to work diligently to meet all deadlines. He also reported that the deadline for the Leadership teams to have a completed document to Dr. Ward is June 1, 2009 and is a firm date. The deadline will not be extended.

Mr. Anthony reviewed the Table of Contents which includes: 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, and Appendices. He asked the team members to remember this information will need to be provided from each team for the final report. He asked a co-chair from each team to give a report providing:

- progress update/major plans
- unresolved, pending problems or issues
- next steps
- questions for other teams that need to be answered today

Curriculum Team – Dr. Kristie Rankin, Co-chair

Dr. Rankin reported that the curriculum has been developed and is based on best practices from the literature review. The textbook has been decided on and is being developed. It is based on a community college experience. Added activities and assignments will come from the curriculum team. There are 7 Student Learning Outcomes and all assignments will match at least one SLO. The class will no longer be lecture based.

Dr. Rankin reported that she needs a budget in order to get the textbook and planners designed. She recommends engaging the GPC students by allowing them to develop the design. She is also waiting on approval of the course curriculum. A Community Learning Project will be in the course but Dr. Rankin is not sure how to make certain all students are engaged together across campuses. Another problem is making sure everything has an evaluation tool.

Professional Development – Jeff Sweatmon, Co-chair

Mr. Sweatmon reported that the team has developed an outline of different training modules. They have been busy researching topics and possible speakers. Currently the class has been designed to deliver 18 class sessions beginning with external speakers. He reported that a budget has been submitted.

Mr. Sweatmon reported that some of the problems are confirming speakers for dates and the expense of the speakers. The Professional Development team needs to know how much money is available for those expenses.

Evaluation Team – Dr. Kristie Rankin, Co-chair

Dr. Rankin reported that the QEP, Faculty Academy, Freshman Academy, students and facilitators will need to be evaluated. The team has identified various ways to evaluate each component, such as cumulative GPA at the end of the first and second terms, persistence rates, student attendance rates, total number of students in good academic standing, pre and post test instruments, performance, and surveys. Dr. Rankin reported that the Blackboard shell is being built for the Freshman Academy. Evaluations must be an ongoing process in order to make changes.

Dr. Rankin reported that the team needs to know the funds that are available to continue developing the course. The next step is finalizing all plans and getting it written down on paper.

Marketing and Special Events Team – Randy Fail, Co-chair

Randy Fail reported that the Marketing and Special Events Teams are currently merged. They have identified approximately 16 events or activities which include a Kick-off during In-Service activities, a Facilitator's Selection Awards event, and a Freshman Academy Kick-off Rally on both campuses. Mr. Fail discussed ideas for the web page including information to be included on the page, demonstrations from different programs, and streaming testimonial video from faculty and students.

Some problems identified are design work for the t-shirts and web page, and time and available funds to plan events. He reported that the team will meet on Tuesday to finalize a budget. He needs to know from the Professional Development team if the name of the Faculty Academy will be changed.

Budget Team – Carol Champion, Co-chair

Ms. Champion reported that the Budget Team had asked all teams to submit a tentative budget by April 30 and another request was sent stating May 11 as a deadline. They are still waiting on information from some of the teams. Once all information is received a budget can be developed.

Co-Chairs from each team met with the Cabinet members and Primary Leadership team to determine a deadline for additional needed information:

Curriculum Team – May 18	Professional Development Team – May 22
Evaluation Team – May 20	Marketing/Special Events Team – May 15
Budget Team – May 22	

Mr. Elijah Anthony asked all teams to participate in the planned breakout sessions as listed below:

Session One:

- A. Fall In-Service Planning
 - Professional Development Team
 - Marketing/Special Events Team
 - Budget Team
- B. Assessment Planning I
 - Evaluation Team
 - Curriculum Team

Session Two:

- A. Assessment Planning I
 - Professional Development Team
 - Evaluation Team
- B. Freshman Academy Marketing Planning
 - Curriculum Team
 - Marketing/Special Events Team
 - Budget Team

Each of the teams met and discussed pending issues. The Primary Leadership team will expect to get all needed information by each team by the set deadline dates. No further business was discussed and the meeting adjourned at 4:30 p.m.

Regina Doriety
Recorder