

QEP Development Committee

Minutes

April 28, 2015

Attendees: Danielle Buehrer, Jordan Cofer, Gail Dillard, Cynthia Hall, Kathy Moreno, Melanie Partlow, John Shugart, and Jennifer Wallin-Ruschman

1. Reviewed and discussed the results from QEP Topic Selection Survey 1.
 - a. See hand-out 1. Engaged learning is the chosen theme. The hand-out represents the drafting of the QEP Report that ABAC will submit to the SACSCOC On-Site Committee Members on September 20, 2016.
2. Discussed plans for Fall Semester 2015. How do we narrow the chosen theme to a topic? It was suggested to have a workshop in July on one of the orientation days. Persons involved in current activities related to Engaged Learning will be invited as well as the deans and committee members. Persons suggested who are not deans and on this committee are Lori Felton, Bridgette Adams, Franzelle Mathis-Pertilla, Beth Horton, Phillip Hightower, Kingsley Dunkley, Heather Cathcart, Carrie Thurber, and Carrie Crabtree.
 - a. **Action item:** Danielle will get dates from Donna Webb. Danielle will develop an agenda and submit to committee members for review.
3. Danielle also suggested adding two student representatives to this committee.
 - a. **Action item:** Cindy will send names of potential students to Danielle.

Meeting adjourned at 4:45 PM.

Next meeting will be in July at the QEP Workshop.

QEP Development Committee

Agenda

April 28, 2015

Members: Danielle Buehrer, Jordan Cofer, Gail Dillard, Cynthia Hall, Kathy Moreno, Melanie Partlow, Hans Schmeisser, John Shugart, Nicholas Urquhart, and Jennifer Wallin-Ruschman

1. Review and discuss the results from QEP Topic Selection Survey 1.
 - a. See hand-out 1.
2. Discuss plans for Fall Semester 2015. How do we narrow the chosen theme to a topic? What about a meeting during Fall Semester 2015 Convocation Days to review current practices that support the chosen theme? We can establish subcommittees at this meeting for literature review, student learning outcomes and assessment, resources, and marketing. After the literature review and the student learning outcomes/assessment subcommittees present to the QEP Development Committee in possibly early October, we can do a “Call for Proposals” for discipline-based projects.

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Executive Summary:

Process Used to Develop the QEP: ABAC's SACSCOC Leadership Team invited volunteers from the College's Institutional Effectiveness Task Force to serve on the Quality Enhancement Plan (QEP) Development Committee. Ten people representing faculty, staff, and administrators across the College volunteered and began meeting in February 2015 to discuss ways for soliciting input and ideas from ABAC's community for the next QEP. The composition of the QEP Development Committee is shown in Table 1.

Table 1: ABAC's QEP Development Committee by Title and Name

Title	Name
Danielle Buehrer	Director of Institutional Effectiveness & SACSCOC Accreditation Liaison
Jordan Cofer	Department Head, Literature and Language
Gail Dillard	Interim Vice President for Academic Affairs
Cynthia Hall	Director for the Honors Program
Kathy Moreno	Assistant Professor, Stafford School of Business
Melanie Partlow	Interim Department Head, Mathematics
Hans Schmeisser	Director of the Center for Teaching and Learning
John Shugart	Department Head, Science
Nicholas Urquhart	Director of Academic Support
Jen Wallis-Ruschman	Assistant Professor, Human Sciences

The SACSCOC Leadership Team charged the QEP Development Committee to guide and oversee the QEP development and implementation. The committee met on February 22, 2015, and decided that potential QEP themes should stem from areas identified in the College's mission statement and strategic plan, *Moving Towards Destination ABAC* (Minutes from this meeting are located in **Appendix A**). The main reason for focusing the initial theme identification on these areas was to concentrate efforts where ABAC already had identified areas for growth in terms of enhancing student learning.

To begin the process, the QEP Development Committee requested that the President's Cabinet select key terms and phrases from the College's mission statement and strategic plan that support student learning. During March 2015, Cabinet members chose the following nine terms and phrases: advising, engage, teach, coach, mentor, life-changing educational experiences, study abroad, internship, and real world experience (**Appendix B** contains the College's strategic plan which includes its mission statement). Additionally, the QEP Development Committee shared with Cabinet members a list of the top 15 QEP themes that have been used by peer institutions. Cabinet members compared their key terms and phrases with the popular QEP themes and identified six of them that would best support the College's mission and strategic plan. Based on this work, the following six general themes were selected: advising, critical thinking, engaged learning (includes community service-internship, study abroad, and undergraduate research), global learning/study abroad, internships, and undergraduate research.

After selecting the initial six themes described above, the QEP Development Committee conducted a presentation on the QEP to ten college constituent groups representing faculty, staff, and students (The QEP Presentation to ABAC Constituents is in **Appendix C**). Table 2 lists the dates and times for when the presentation were conducted to each group.

Table 2:

Group Name	Date of Presentation	Time of Presentation
Faculty in the School of Liberal Arts	04/06/2015	4:00 PM
Resident Assistants	04/07/2015	6:00 PM
Faculty in the Stafford School of Business	04/15/2015	12:00 PM
Staff Forum	04/15/2015	3:30 PM
Faculty in the School of Science and Math	04/16/2015	8:00 AM
Faculty in the School of Human Sciences	04/17/2015	8:15 AM
Faculty in the School of Nursing and Health Sciences	04/17/2015	1:00 PM
Faculty in the School of Agriculture and Natural Resources	04/17/2015	2:00 PM
Greek Council	04/21/2015	6:00 PM
Inter Club Council	04/22/2015	4:30 PM

During these presentations, participants completed a two-question survey asking them to select their demographic area at the college, such as administrator, faculty, staff, or student, and rank the six potential QEP themes in order of preference with one being most preferred to six being least preferred. The QEP Development Committee completed the presentations and the administration of the survey by the end of April 2015.

Table 3 indicates the number of responses received by demographic area.

Table 3: Response Rates

Respondent Demographic	N
Administrator	4
Faculty	96
Staff	15
Student	85
Total Responses	200

Monitoring the results throughout the administration process showed that the ranking order of the general themes remained consistent in terms of overall ranking and within demographic groups throughout the 4-week administration period. Therefore, the results that follow are believed to be representative and generalizable. Overall results are indicated in Table 4 below.

Table 4: Overall Theme Results (listed in order of final ranking)

Theme	N
Engaged Learning	92
Critical Thinking	45
Internships	23
Advising	21
Undergraduate Research	13
Global Learning/Study Abroad	6
Total Responses	200

Further examination of the final results by demographic group indicated that most preferred ranking among administrators, faculty, staff and students yielded a high score for engaged learning. A breakdown of ranking by demographic groups is found in Table 4.

Table 5: Overall Theme Results by Demographic Group

Demographic Group	Engaged Learning	Critical Thinking	Internships	Advising	Under-graduate Research	Global Learning/ Study Abroad	Total N
Administrator	3	0	0	1	0	0	4
Faculty	47	31	4	6	4	4	96
Staff	9	0	1	3	1	1	15
Student	32	14	17	11	7	4	85

Identification of the Topic and Desired Student Learning Outcomes:

We need to focus and refine the theme, engaged learning, into a topic. I recommend for us to have a group meeting (retreat) during August to review best practices as well as programs in engaged learning at other institutions, discuss current campus efforts in engaged learning, define engaged learning at ABAC, and develop subcommittees for literature review, student learning/ program outcomes and assessment measures, organizational resources, and marketing and outreach.