

**QEP Development Committee Meeting**  
MINUTES

**Date:** October 17, 2024

**Time:** 9:00 am

**Location:** MCC 4900

**Present:** Kara Baldwin, Jeremy Bennett, Kristen Corbell, Kristin Dotson, Keith Karriker, Lisa Koretoff, Justin Lyons, Amanda Melniczek, Kirby Moore, Ann Proudfit, Ronnie Smith, Brad Spielman, Steve Turner, Nick Yale

**Absent:** Rich DePolt, LaTia Hairston,

**Recorder:** Debbie Kelton

**Facilitator:** Jeremy Bennett/Kristen Corbell

TOPIC	PRESENTER(S)	NOTES
Welcome	Jeremy Bennett	Dr. Bennett thanked the group for attending this meeting.
QEP Presentation	Jeremy Bennett Kristen Corbell	<p>Dr. Bennett distributed copies of the QEP document. He encouraged the group to become familiar with it. He announced that eight members of the Development Committee will give a presentation for the SACS visiting team on Tuesday, October 29<sup>th</sup>. We have created a PowerPoint presentation which will be an overview of how the QEP was developed, the undertaking of the project, the rationale, the topics, etc. In-depth conversations will take place the following day. The presentation should last 20 minutes; not to exceed 30 minutes. Dr. Corbell stated that the first 20 minutes will be the presentation and then there will be 40 minutes of questions and answers. Please contribute to the conversation if a question is asked in your realm.</p> <p>The presenters will do a few practice runs of the presentation with one or two practices in front of Dr. Pitonzo for her critique. Dr. Bennett reviewed the slides and told the members who will discuss each slide. Kristin Dotson expressed concern about eight people discussing this presentation and finishing in 20 minutes. (Later, the presenters were reduced to five to reduce time.)</p> <p>The peer group who is doing this site visit has experience with attendance taking, administrative withdrawal, multiple financial aid disbursements, and student engagement strategies. We nominated Dr. Ann Pearson from San Jacinto Community College in Texas as the committee chair. She is the Director of Curriculum/Instructional Alignment. She has experience as a QEP chair. She also has experience with the first-year experience and increasing student success. Hopefully, they will bring insight and experience and add value to our plan.</p> <p>The presentation is on Tuesday, October 29<sup>th</sup> from 10:15am to 11:15am in Medlin, room 2702. Sarah will send out meeting invitations. Dr. Bennett reminded the group to be familiar with their pieces of the QEP document so they can answer questions if asked.</p>

		<p>Lisa Koretoff asked if there are any other meetings that need to be on her calendar. Kristin Dotson responded that Sarah and Dr. Pitonzo were working on the list of meetings and attendees. Sarah will be sending out meeting invitations in the next day or so.</p> <p>Kristen Corbell said that the QEP presentation meeting on October 29<sup>th</sup> is the overview session. Then on October 30<sup>th</sup> there will be two more meetings. One will look at how to assess the QEP and there will be people there to talk on the focus and assessment. The second meeting will discuss resources which will be both financial and human resources. SACS wants to make sure that we have enough resources to carry out the plan.</p> <p>Please become familiar with the report. Dr. Bennett and Dr. Corbell are available if you have any questions.</p>
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**Group 1: Exploring the QEP: An Assessment of the Focus and Assessment of the QEP  
Minutes**

**Date:** October 17, 2024

**Time:** 10:30 am

**Location:** MCC 4900

**Present:** Jeremy Bennett, Kristen Corbell, Kristen Johnson, Keith Karriker, Lisa Koretoff, Kirby Moore, Ann Proudfit, Brad Spielman, Karla Solis, Nicholle Stone, Curtis Way

**Absent:** Kristin Dotson, Amanda Fields, LaTia Hairston, Jason Johnson, Amanda Melniczek, Steve Turner,

**Recorder:** Debbie Kelton

**Facilitator:** Jeremy Bennett

TOPIC	TYPE	PRESENTER(S)	NOTES
Welcome		Jeremy Bennett	Dr. Bennett welcomed the group and thanked them for attending this meeting.
SACSCOC Peer Evaluation Team Visit		Jeremy Bennett	<p>Dr. Bennett announced that the SACSCOC Peer Evaluation Team will visit October 28<sup>th</sup> – 31<sup>st</sup>. They will visit the Off Campus Instructional Sites on Monday, October 28<sup>th</sup> and will be on the Jamestown campus on Tuesday and Wednesday, October 29<sup>th</sup> and 30<sup>th</sup>. The Exit Conference with Dr. Clarke and other committee members will take place on October 31<sup>st</sup>.</p> <p>Tuesday, October 29<sup>th</sup> the QEP Design Team will do the presentation on the QEP as an overview of the QEP.</p>

Wednesday October 30<sup>th</sup> at 10:15am in MCC 2702 the Evaluation Team will meet with Group 1 to discuss “Exploring the QEP: An Examination of the Focus and Assessment of the QEP”. This meeting will focus on assessment of the QEP. The people in this meeting will make sure that the strategies and initiatives happen. We have assessments (quantitative and qualitative) that range across all of the strategies. We have things going on throughout the semester, at the end of the semester, and at the end of the year. We will assess throughout the year and make changes as needed. This meeting will focus on how we will be assessing all the different strategies.

Dr. Bennett encouraged the group to become familiar with the QEP document. He recommends making tabs; bring it with you to the meeting; refer to it during the meeting if you need to. He reviewed the Group I members and their roles at this meeting.

- Kirby Moore, Dr. Corbell, and Dr. Pitonzo will talk about the historical piece of Guided Pathways; what led us up to this; attendance committees and attendance policies; early alerts, where we were in the past vs., where we are moving.
- Dr. Bennett, Keith Karriker, Curtis Way will discuss the attendance policy; reporting how we are going to make the programming piece happen; the administrative withdrawal process; how we will fine tune things to make it better; and how we can automate this process.
- Amanda Fields is here because of her experience with the attendance pilot.
- Kristen Johnson is here as a faculty member stakeholder. You are here to discuss your experience, what you have learned; this shows your involvement.
- Jason Johnson is part of the pilot piece; you may be asked about how we assimilate administrative withdrawal and how it affects financial aid.
- Brad Spielman and Karla Solis will talk about student engagement; future early alerts; and mandatory new student orientation.
- Dr. Turner, Amanda Melniczek – professional development. Dr. Turner used to be the administrator over the CTL, and he was the one who got us exposure to ACUE. ACUE is premier faculty professional development. They have training modules for faculty. All the courses are micro credentialed, and the faculty will earn certifications. All faculty will receive training, even those who haven’t been hired yet.
- Nicholle Stone, represents eLearning. Part of the QEP is mandatory use of the Gradebook. The eLearning team will teach faculty how to use the Gradebook

			<p>and Self-Service. There will be a six-hour training module for all adjuncts. Adjuncts will be paid to take this training.</p> <ul style="list-style-type: none"> <li>Financial Aid Distribution/Satisfactory Academic Progress (SAP) – Dr. Proudfit and Lisa Koretoff will be there to talk about Financial Aid, the Financial Aid distribution and SAP. Kristin Dotson will be there to talk about some of the mechanisms for these processes.</li> </ul> <p>This will be a question-and-answer session. We were able to provide additional questions when we submitted the QEP. These questions were aimed at the peer reviewers and their experience. Dr. Ann Pearson has been a Co-QEP Chair. She is very familiar with the first-year experience and student success.</p>
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**QEP Group 2: Exploring the QEP: An Examination of Institutional Capacity and Campus Involvement**

**Date:** October 17, 2024

**Time:** 1:30 pm

**Location:** MCC 4900

**Present:** Jeremy Bennett, Angela Carter, Kristen Corbell, Lisa Koretoff, Justin Lyons, Amanda Melniczek, Ann Proudfit, Ronnie Smith, Curtis Way

**Absent:** Brad Spielman

**Recorder:** Debbie Kelton

**Facilitator:** Jeremy Bennett

TOPIC	PRESENTER(S)	
Welcome	Jeremy Bennett	Dr. Bennett welcomed the group and thanked them for attending this meeting. He reminded them that the QEP presentation to the peer review team will be on Tuesday, October 29th.
Resources to Support the QEP		<p>On Wednesday, October 30th the peer review team will meet with this group at 11:15am in MCC 2702. Sarah Warren will send out a meeting request. If you are unable to attend, let Dr. Bennett or Dr. Corbell know so they can find a replacement for you.</p> <p>The purpose of this meeting is to discuss “Exploring the QEP: An Examination of Institutional Capacity and Campus Involvement”. This will be a question-and-answer session. The review team wants to ensure that we have the resources available to carry out the QEP. They will look at fiscal resources, human resources, and physical resources.</p> <p>Why are you here? What are the questions that are most likely to be asked of you?</p> <ul style="list-style-type: none"> <li>Angela Carter will discuss the budget and funding resources allocated for the QEP. Dr. Clarke approved the funding we have a plan for Years One through Five.</li> <li>Dr. Bennet is here for the QEP, professional development, and academic standing.</li> </ul>

- Dr. Corbell is representing IR on assessment and evaluation, the measurement and assessment aspects each year.
- Justin Lyons is here for marketing and communication. He will roll out any new initiatives or policies.
- Ronnie Smith is here for ITS to show that we have the bandwidth to take on a project like this and to discuss the programming.
- Lisa Koretoff is here for Financial Aid.
- Brad Spielman is representing the Center for Academic Engagement; the early alerts and all the initiatives that come into play for better success for our students.
- Dr. Proudfit is here for advising, onboarding, SAP, and improving the student experience here at GTCC.
- Amanda Melniczek is a faculty member who is here representing the CTL. What kind of training are we providing moving forward for our faculty and staff. We are really putting stock into the professional development for faculty and staff.

Dr. Corbell stated that the visiting team will probably ask about things that are in the budget. They want to make sure that we can do what we say we are going to do. ACUE is in the budget. This is a big financial commitment for the college. Amanda Melniczek asked for clarification on what ACUE will provide. Will they provide the support for monitoring? Dr. Bennett replied that ACUE will provide all the training. Our IR Department will do the surveys and analyze the results. We will keep up with who has been trained. ACUE is providing someone who is specialized for GTCC. All full-time faculty will take the 8-week course. ACUE houses everything in their Canvas sites. We will have access to all their commons areas for other resources. They will handle the credentialing piece and micro credentials for the one-hour courses. All the adjuncts will be paid to take a six-hour mandatory training that is being developed by eLearning. The budget has been approved and set aside for that.

Justin has some marketing budget. Dr. Bennett gave Justin and his team kudos for all they have done in Year Zero. There were a lot of up-front expenses. Justin delivered a high-quality campaign with the video for Celebration of Excellence, the banners, and the door/window clings.

The other piece is a method for students to see when their payments will be disbursed and the amounts they will receive. We have some money set aside for that. That is where a lot of these discussions will come up.

Lisa Koretoff asked about Budget Narrative Number Eight which talks about consulting for financial aid software for the new disbursement process. She asked Ronnie Smith his thoughts. Ronnie replied that ITS has thought about using Soft Docs; Ellucian Experience (which will replace Self-Service when we get Banner), and Self Service which cannot be modified. Or, we can get through NCDIT and get Soft Docs, which has consulting included in our implementation, so there would not be an additional cost. They

		<p>can help us build a front end. The only thing we would have to do is build the back end for financial aid to input the information.</p> <p>This is an example of our plan that may not go exactly as planned. The plan is not fool proof. We have set aside some money for this project, and it may come across as no cost. We have to adapt to changes.</p> <p>The review team will also look at the human resources. Ronnie said that ITS filled their open positions and brought someone on earlier this year. They have reorganized some of the duties in anticipation of the QEP and then the Banner migration. He feels that they have the human resources for this project unless the timeline for these projects skews and overlaps.</p> <p>The review team will also look at efficiencies. Lisa may need human resources for answering student questions about their disbursements. If there is a system that students can go to for their information on disbursements, it will free up Lisa's staff to work with students on their SAP and other things that are more critical.</p> <p>Amanda asked if there is a plan for the early adopters next spring. The faculty who will be asked to start this when they get back from summer 2025. Dr. Bennet said that in the spring, we will identify the early adopters in collaboration with the CTL and the deans. The representatives from ACUE will come in spring to help with the communication rollout piece. Amanda commented that this is an interesting timeline with the 8-week conversion as well. The faculty who are making a complete shift of how they teach and now having this added. The perception of this is "another thing", while it will be good, that faculty are being asked to do in a short span of time. She is thinking about how that roll out looks for the CTL. She wants to have the correct answers when faculty come to her with questions.</p> <p>Dr. Bennett told the group to become familiar with their areas. Answer the questions as they come up. The review team are peers from other colleges who are here to make sure that our plan is legitimate and actionable. He thanked everyone for their time.</p>
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