Meeting Minutes

April 19, 2007, 1:30 p.m., CTT

Present: Will Chapman, Allen Gainer, Beulah Patton, Beverly Gulley, Cornelia Miller, Heather Stone, LaKeshia Boykin, Misti Nims, Carol Bates

Next meeting: Wednesday, April 25, 2007, 1:30, Hines Computer Lab

Carol welcomed the new members to the subcommittee and expressed her appreciation for their involvement in the QEP process. Carol began the meeting with a brief overview of Student Effort/Skills Building explaining that our subcommittee focus will include: 1) Study Skills, 2) Time Management, 3) Goal Setting, 4) Life Skills, and 5) Motivation.

Carol discussed the Sections of the subcommittee report form and the deadlines.

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<th>Section</th>
<th>Deadline</th>
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<td>Section I: QEP Focus</td>
<td>June 14, 2007</td>
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<td>Section II: Research</td>
<td>August 30, 2007</td>
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<td>Section III: Plan</td>
<td>October 25, 2007</td>
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The committee discussed student learning outcomes for the QEP focus. We briefly talked about the general education student learning outcomes and Carol passed out a handout which included the gen. ed. SLOs. As part of Institutional Effectiveness, math scores have been identified as needing improvement. There was discussion about the low math scores and the number of students who enrolled in college needing developmental math. Will and Allen agreed to begin the process of developing math student learning outcomes for the QEP focus.

The team members identified several significant issues related to student learning, and we discussed ways of justifying those issues. Some of the issues and justification are listed in the following table.
### Issue Related to Student Learning | Justification of the Issue
---|---
Class Attendance | Faculty attendance rolls  
                    | Early Warning System
Lack of Class Preparation | My Math  
                             | Making use of faculty office hours  
                             | (we determined we needed a form for faculty to document when students made use of their office hours)
Lack of Motivation | Class attendance  
                       | Do not withdraw from classes  
                       | (just quit coming)  
                       | Lack of Class Preparation
Procrastination | Online classes/completing assignment at last minute  
                     | My Math

Carol asked everyone to begin thinking about our focus. In two or three sentences, we need to explain what our focus will accomplish. We need to be able to explain how our initiative will improve student learning.

Respectfully submitted,

Carol Bates