Carol Bates reviewed draft QEP template from the minutes of the last meeting. Everyone agreed that the areas identified as initiatives and strategies were acceptable.

Carol Bates then presented a Draft QEP Document for discussion (see document at end of minutes). The committee reviewed and discussed each component of the document. Discussion/comments/changes:

- **Title**
  - The title chosen – Improving Student Performance in High Risk Math Courses. Title still subject to change. Will include “catchy” title and logo later.

- **Abstract**
  - Online math course offerings were included as one of the multiple course delivery options. Discussion indicated that if online math courses were included in the QEP, courses should be developed in year 4 or 5.

- **QEP Objectives**
  - Make each read as “high risk math courses.”

- **Curriculum Alignment**
  - If an assignment is required, it should be part of the student’s grade.

- **Student-Centered Activities**
  - When listing technology and resources – be sure to include “or” so we are not limited to only those indicated. During the five year plan many new options may be available.

- **Multiple Course Delivery Options**
  - Use technology and resources students are using today such as My Space and Face Book.
  - Further discussion of online math classes.

- **Assessment**
  - Discussion of baseline data, including how and what to collect. Collect beginning Spring 2008; collect for Fall 2007 what is available.
  - Discussion of pre/post assessment data, including how and what to collect. Collect beginning Spring 2008. Allen Gainer, Will Chapman, and Loletta Redmon will develop the pre-test, including specific directions and times for each test. Information will be distributed to all adjuncts. Pre-tests will be given during the 4th class for MWF classes, 3rd class for TH classes, and 2nd class for night classes.
  - Discussion of surveys and qualitative assessments.

- **Tasks**
  - Design Math Success Center moved from year 2 to year 1
  - Design and incorporate innovative learning activities moved from year 2 to year 1
  - Develop common activities and exams moved from year 2 to year 1.
  - Develop and incorporate SI moved from year 4 to year 3.
  - Year 4 – possibly add Online math courses
  - Year 5 – add strategy – possible explore new technology and strategy

- **Student Learning Outcomes**
  - Discussion on measuring student learning outcomes, percentages, baseline numbers, additions, etc.
  - Suggestions:
    - Consider mastery of objectives at 80%
    - Maybe add measure: ___% of students will master course objectives at 80%.
    - Embedded questions or departmentalized exams
- Embedded questions from previous exams into next exam to test carryover of knowledge throughout the semester.
- Maybe add measure: decrease # of IP's in MTH 098 by ___ % while maintaining # passing MTH 100
- Discussed the importance of measuring "positive attitudes" and how would we measure attitudes.

Additional discussion:
- Night classes two nights a week instead of one. Suggestion: survey students and faculty about the idea.