

DRAFT

ACC Meeting Name: Achieving Excellence Committee

Meeting Date: September 18, 2009

Time: 9:00am to 11:00am

Location: HBC, Room 411

Chair: Soon Merz

Co-chair: Ron Johns

Members Present: D'Maris Allen-Mierl, David Borden, Steve Clary, Constance Elko, Rich Griffiths, Ron Johns, Amanda Karel, Nancy Miller, Charles Quinn, Merilee Shopland, Roslyn Wallace, Kathy Walton, Denise White, Judith Wynn, Cleburn Zwernemann.

Absent: Kathleen Christensen, Michiel Davis, Sylvia Galvan-Gonzalez, Lyman Grant, Soon Merz, Mike Midgley, Caryn Newburger, Martha Perez, Margaret Reid, Jason Vidrine, Julie Wauchope, Kirk White, Diane Whitley-Bogard

Agenda Item 1: Welcome & introductions

Presenter: Rich Griffiths

Discussion: Rich welcomed everyone to the AEC Meeting. Members introduced themselves to the group for the benefit of the new members. Rich reviewed the official functions of the committee.

Decisions: none

Agenda Item 2: Approval of minutes

Presenter: Ron Johns

Discussion: In the June minutes, Agenda Item 2, Steve Clary questioned whether the version of the Support Services Review presented to ACAC for approval was the same as the version originally approved by the AEC committee. Corrections to Agenda Item 4 were also made to include clarification from the original discussion noted by Steve Clary. After some discussion, the June 19th minutes were approved as amended.

Decisions/Actions: Minutes from the April 17th meeting were approved as written. Steve's question will be addressed in more detail at the next AEC meeting.

Agenda Item 3: Data Retreat

Presenter: Ron Johns

Discussion: Ron announced that the IPC data retreat this year will be replaced by an Achieving the Dream Data Retreat on October 30th. AEC and IPC committee members and Deans will be invited to attend the Data Retreat. Faculty coaches will help facilitate the discussions of institutional data with the goal of generating actionable plans that can be implemented at the departmental level.

Decisions: none

Agenda Item 4: Selection of AEC recommended topics for the QEP

Presenter: Roslyn Wallace

Discussion: Roslyn presented a draft of a process used to identify a topic for the QEP and requested that today, we as a committee, agree on the “process” that will be presented to Dr. Kinslow. This committee will ask for QEP topic submissions which initially involve communicating with the college as a whole so people will be familiar with what a QEP is, why we’re doing it, etc. Roslyn and Ron have been working on what the initial communication to the college might be as well as a FAQ page. The Proposed QEP Process and timeline was discussed and revised. Nancy Miller presented notes on the QEP she received in July at The Institute on Quality Enhancement and Accreditation, and highlighted key points such as:

- a) We need a chairperson to engage others in the process.
- b) Send the QEP to peers at other institutions for their feedback.
- c) In determining the QEP topic, consider the following thoughts and questions:
 - i. Will it make a difference in our institution?
 - ii. Will this QEP further the college mission?
 - iii. Is it significant?
 - iv. Is it really about student learning?

Decisions:

- a) Send an initial communication blast to increase awareness of the QEP (U-tube video on the QEP, put it on QEP web page, President’s announcements, listserv, supervisor training day Oct. 29th.)
 - i. Should not focus on it being a SACS requirement
 - ii. Should provide students and faculty some incentive to click on the video
- b) Will need an “engagement chairperson” responsible for communication to various groups. (Merilee?)
- c) Follow initial blast with a communication blast to solicit ideas for a QEP topic.
- d) Other ideas for soliciting a QEP topic in order to obtain broad based support are:
 - i. Add a separate sheet in the faculty evaluation packet in October with separate key questions for faculty and students (ex: for students, “If you could change one thing at ACC that would *improve your learning*, what would it be?”, or for faculty, “*improve student learning*”?) Use different colored paper for different groups.
 - ii. Hand out form at General Assembly.
 - iii. Send form to every single committee and council.
- e) The Proposed QEP Process was approved with amendments.

Follow up Items and Responsible person: Roslyn will send everyone the link to the U-tube video on QEP. Amanda and Merilee will work on a communication blast for Soon’s approval. Merilee will talk to Martha Perez about adding a questionnaire to the evaluation packet.

Agenda Item 5: Student Learning Outcomes (SLO) update:

Presenter: Ron Johns

Discussion: Ron reported we are getting feedback from some programs on Student Learning Outcomes. Government, as an example, was reviewed and discussed. Every department is working on SLO’s and they should all be turned in by the end of the semester.

Decisions: none

Follow Up Items and Responsible person:

Agenda Item 6: Round Robin

Presenter: Ron Johns

AEC Committee members discussed many of the various activities and projects that they are working on. Some of the highlights are included:

Kathy Walton is working on a number of high profile grants.

Merilee Shopland noted that Professional Development is working on creating webinar type workshops where people can attend a workshop via their computer using Adobe Connect.

Charles Quinn mentioned that a new pastry certificate is being offered by Culinary Arts, and a new sustainable business course offered by the Management department.

Constance Elko –discussed the implementation and success of the Developmental Math Advisor (DMA) program. In this program students who have two consecutive unsuccessful attempts at a developmental math course are put on hold. Students in the DMA program are monitored every three weeks. So far 77% of the students who cooperate with the DMA program are passing a developmental math course while only 4% who do not cooperate pass. The Math Dept. is doing its best publicize the success of the program to garner more support from the college and hopes more students will participate. .

D'Maris Allen-Mierl- discussed the ongoing efforts to improve the assessment process for nursing and noted that Biology assessment tests have been ongoing for Anatomy and Physiology to limit the failure/withdrawal rate for these courses. The program has a number of options to improve student preparation including online tutorials and Continuing ED courses if students are unsuccessful. However the venue for testing these hundreds of students has yet to be fully decided.

Roslyn Wallace – announced she is retiring next August and is presently working on Student Success Initiatives.

Nancy Miller – announced she attended the SACs institute (highlights of which she presented to the committee) and after 2 years of participation on the AEC committee will not be able to serve this year.

The meeting was adjourned at 11:08 a.m.

Next meeting: October 16, 2009