QEP Task Force Meeting
February 14, 2012
ASC Room B445
Minutes

PRESENT: Allison Bruce, Michael Coulehan, Gloria Estrada, Maria T. Gomez, Grace Haddox, David Henry, John Lencyk, Vanessa Macias, Mark Norbeck, Ondrea Quiros, Becky Perales, Maria Prospero, Joyce Ritchey, Janine Rudnick, Antonio Vargas, Alberto Villegas

ABSENT (called): Hamdan Ahmad, Charles Fitzgerald, Michelle Watkins, Dolores Gross

SECRETARY: Maria T. Gomez

HANDOUTS
1. Agenda
2. Minutes for November 14, 2011
3. Student Survey
4. Teacher Rubrics
5. SACSCOC Quality Enhancement Plan Guidelines

WELCOME/CALL TO ORDER

Grace Haddox, QEP Task Force Chair, welcomed and wished everyone a Happy Valentine’s Day with a virtual group hug. She called the meeting to order at 3:00 p.m. She also introduced Ondrea (Andi) Quirros as a new member of the Task Force. Andi’s expertise in assessment will be of benefit to the QEP development.

READING AND APPROVAL OF MINUTES

The QEP Task Force Meeting Minutes for November 14, 2011 were reviewed and approved by consensus.

QEP Director

Prior to the next item on the agenda, Grace informed members present that the QEP Director position will be funded for the next five years. Grace announced that she will not be continuing as the QEP Director. The position will be for any faculty member who might be interested in the task at hand. Despite her negation for continuing with the position, the Task Force members encouraged Grace to remind as QEP Director and told her she has been doing a good job with the QEP development.

Borderlands

Becky Perales, Librarian, brought to everyone’s attention that, currently, the links to the Borderlands editions have been broken. It is due to Information Technology (IT) wanting to streamline pages. A student-developed periodical, Borderlands is issued once a year. It is a project spearheaded by Ruth Vise, English Instructor, whereby students research a historical aspect or topic related to the borderland area. The students write articles as a result of their research. The articles are part of an EPCC
newspaper insert that is distributed to the entire community within an edition of the El Paso Times. Editions of Borderlands are archived electronically through the College’s Library. Technical situations led to the links being broken. This lack of access for this periodical is of concern because it is a good research source used by students. It is of more concern now with the advent of the QEP project and its current pilot. Becky mentioned that if anyone needs to access Borderlands editions, to please contact Monica Wong, Librarian at the Northwest Campus. IT is working on getting the links restored. IT is trying to work out the bugs. The links need to be brought up because of the QEP. Editions of Borderlands are tailor-made for the students who are working on a QEP assignment especially if they are dealing with border issues. Becky was advised to check with Dr. Jenny Giron, Vice President of IT, to determine its status. At present, constant upgrades are currently been done and that might explain the broken links. It was also pointed out that IT and the Deans are very busy trying to get the electronic format of faculty credentials ready for SACSCOC. Current IT SACSCOC preparations are frantic and concentrated, especially with links involved.

Overview of QEP Pilot Progress: SLOs, Student Survey, Teacher Rubric

At the last QEP Task Force meeting, nineteen (19) QEP Pilot projects were approved. Grace mentioned several examples of exciting ideas which are currently underway with the pilots. Biology, Mass Communications, EDUC, Art, and English are some of the disciplines involved in the pilot projects. Doug Carr, who is in Mass Communications, is having his students do audio documentaries on the sounds of El Paso. Mary Yanez, who is teaching EDUC, is having her students do interviews. The Art discipline is involved with an immigration pilot. English is focusing on issues in El Paso. Additionally, and quite interesting, some disciplines, such as Fashion Design and Economics, are involved with unofficial pilots. The unofficial pilots, which came forward after the official pilots, requested pilot status because they were interested in the QEP project. Those pilots are called “unofficial” because the initiators are not receiving a stipend.

Grace passed out copies of the QEP Student Survey. The survey was developed by Andi Quiros, after meeting and exchanging ideas with Grace and Maria Gomez. With respect to the Student Surveys, there have been about 25 to 30 survey distributions. There will be pre and post surveys. The students will be asked to relate survey information before and after they do the project. The QEP SLOs will probably be tightened after the review of the survey results.

Task Force members reviewed the survey and offered additional suggestions. One recommendation was to add space for student comments. Institutional Research will be asked to print the surveys.

Four draft examples of QEP rubrics, developed by Maria with input from Grace and Andi, were passed out for review and feedback. Grace explained that measurable assessments are a must for the QEP. David Henry raised questions regarding the first SLO which reads, “Demonstrate the use of research to create a greater understanding of a local community issue.” The term “research” needs to be fleshed out. What is research? What is meant by research? Research may mean something totally different to an instructor, such as an English instructor, than to an instructor in another discipline. What meaning will “research” have for each respective discipline? The use of the term research needs to be clear to the faculty member who addresses the first SLO.

During discussion of the SLOs and the development of the QEP, Grace and Maria gave Task Force members a copy of “SACSCOC Quality Enhancement Plan Guidelines.” These guidelines, which represented a rubric for possible evaluation of the QEP, are found on the SACSCOC website. Grace
mentioned that she had reviewed the guidelines and felt confident that EPCC’s QEP process favorably meets the rubric score guidelines.

It was mentioned that the QEP Task Force should meet with the QEP Pilot Faculty. At this meeting, the Rubric categories could be discussed. The instructors involved in the QEP Pilot should also be asked to develop a rubric on how they assessed the students who are completing their pilot.

As Task Force members pointed out that not all the SLOs will necessarily apply to individual pilots. A “dummy” number will be added to the rubric indicating that that particular SLO will not be tabulated for that particular pilot. That is, the categories at the top will read “1, 2, 3, 9” with “9” being the dummy number or the “NA.”

Allison Bruce pointed out that one of the SLOs was not the same one as what was presented at a previous QEP meeting. Grace and Maria noted the error to be corrected.

After some discussion regarding preference, Task Force members chose QEP Rubric #3.

**Development of QEP Project Form**

Grace mentioned to Task Force members present that she was thinking about developing a QEP Project Form to send to all District-wide (DW) Coordinators for them to identify a plan for their project. Discussion on this idea ensued. It was recommended not to send the QEP Project Form to the DW Coordinators because they are not supervisors and they cannot direct their discipline’s faculty to develop a QEP plan and each discipline varies as to the number of faculty to include a discipline of one.

Strong concern was raised among the members regarding how to get the message across to faculty and staff that the QEP is important. Where is the administrative support? Grace mentioned that she expressed a lack of administrative support at the Cabinet meeting. Yet, nothing proactive from the Cabinet occurred. A recommendation was made to contact Dr. Ernie Roberts, Interim President, to have him write a letter. This letter will go out to the College faculty. “Put teeth into the letter.” “Let it (the directive) flow through the administrative channels.” “What is the priority—students or faculty?”

Another recommendation was a mandatory meeting that involves the College President, the Vice President of Instruction and the five largest disciplines. Disciplines identified as largest included history, government, English, math and education. It was mentioned that other social science disciplines, such as sociology and psychology, be part of the mandatory meeting. These identified disciplines represent contact with EPCC’s largest body of students. The QEP needs a large student representation and that representation can be obtained with these disciplines. The students are the priority. Grace interjected that Art and Economics would attend that meeting since they are interested in the QEP. Other disciplines might want to participate and that would definitely add to the follow through on implementing this recommendation. Members present were also reminded that the QEP plan needs to reflect manageability. The QEP Plan could reflect a segmented approach which eventually evolves to include other disciplines. Dr. Roberts has to come forth and say that the QEP is part of the profession of being a faculty member.

Grace will follow-up on contacting Dr. Ernie Roberts and Steve Smith for organizing this meeting.
Other Business

Joyce Ritchey reminded everyone that the group had previously discussed having a title for the QEP. “We need a title.” Other members concurred. What happened to “Quiero El Paso?” Let’s think about a title.

Grace brought to everyone’s attention that the QEP Task Force now has two adjunct faculty members — Andi Quiros (English) and Vanessa Macias (History). Both Andi and Vanessa have been helpful with their expertise.

It was announced that, at tomorrow’s EPCC Board of Trustees meeting, an update on the accreditation process will be given. The update is at the request of one of the Board members. Faculty members on the instructional team (Myshie Pagel, Grace Haddox and Maria Gomez) helped with the preparations for the presentation. Research and Development will report on the Compliance Report. Faculty members on the Instructional Team will be reporting on the QEP, SLOs and General Education.

ADJOURNMENT

The next meeting of the QEP Task Force will be on Tuesday, March 20th at 3:00 p.m. Grace will try to reserve the same room.

Upon calling for adjournment, Grace gave everyone another virtual Valentine Group Hug as a sendoff.

Meeting adjourned at approximately 5:00 p.m.