QEP Task Force
ASC—B445
Nov. 9, 2010
MINUTES

Present—Hamdan Ahmad, Linda Brown, Allison Bruce, Gloria Estrada, Charles Fitzgerald, Grace Haddox, David Henry, Gail Mallinson, Mark Norbeck, Becky Perales, Daniel Perez, Joyce Ritchey, Alberto Villegas, Michelle Watkins, Michael Coulehan, Maria T. Gomez, and Janine Rudnick

Absent but called—John Lencyk, Maria Prospero, Ernesto Soto, Antonio Vargas

Absent—Emma Gomez, Evelyn Mecinas

Meeting was called to order at 3:30 p.m.

Minutes from October meeting were read and approved.

Grace Haddox offered a brief overview of the QEP progress. There have been several meetings with Institutional Technology, and the QEP website is set. The task force looked at a timeline that is posted on the website, and Linda Brown suggested that research needs to be added. Grace Haddox added Research to the Summer 2011 date and will post the change asap. Further, the survey that the task force created has been turned in to Institutional Research, but it is being held up due to licensing issues with the software. Hopefully, this problem will be remedied in the next two weeks. The task force decided to leave the survey online until early-mid-February, so we can catch students who are leaving as well as new students who are entering EPCC in January. Daniel Perez reported that EPCC’s Student Government Association voted to fund the prizes for the survey: one iPad and four iPod shuffles. Once the survey is closed, we will narrow the topics to areas of concern, and focus groups will be created in the spring to narrow the topic further. The college will vote on the top choices, and work will begin on the research, the Student Learning Outcomes, and the assessment. Gloria Estrada reported that her students developed a video to be posted on MySpace. The task force tried to watch the video, but the computer available did not have compatible software. Further, Grace Haddox will present the progress of the QEP to the cabinet in late November or December. There is a SACS conference in December, and Grace Haddox and Maria Gomez are attending. They will report back to the group in January.

The task force decided that they wanted to meet during Faculty Development week.

Grace Haddox wants to attend the Leadership class’s presentations of their QEP projects, but there is a conflict with the Nov. 29 date. She may attend anyway, but she will be late.

Focus groups will be formed in the spring, but there was some concern as to who will run them. Maria Gomez offered to run one at Rio Grande. Joyce Ritchey asked Grace Haddox to get in touch with Shirley Gilbert. Shirley Gilbert recently put together a workshop that trained faculty and staff to run
focus groups. Grace will get in touch with her and get the names of people trained to run the focus groups. Michael Coulehan confirmed that running a focus group without training could be disastrous.

Linda Brown suggested that we schedule focus groups to ensure room availability; however, it might be too soon, especially since we don’t have facilitators yet. Grace Haddox, with the help of Beatriz Quiroz, will schedule rooms in the spring. Larger campuses, like Valle Verde, will probably have to run several focus groups. Also, focus groups much be held in the morning and in the evenings to accommodate as many students’ schedules as possible. Student focus groups will be separate from faculty and staff focus groups so students won’t be intimidated and will feel free to share their ideas.

Michelle Watkins noted that the Thursday night meeting during Faculty Development might be a good time to get the word out to faculty and staff about the online QEP survey. Grace Haddox will develop a short script and a piece of paper that will contain the website. Task force members volunteered to speak to their respective campuses and divisions. The assignments are as follows:

Northwest Campus—Hamdan Ahmad

Mission del Paso Campus—Gloria Estrada

Transmountain Campus—Alberto Villegas (for Dean Smith) and Grace Haddox and David Henry (for Dean Ritchey)

Valle Verde—Allison Bruce (for Dean Ortega), Michelle Watkins (for Dean Farias) and John Lencyk (??) (for Dean Rodarte)

Rio Grande—Maria Gomez, Mark Norbeck, and Charles Fitzgerald

Spring meeting dates were announced. Meetings will remain on Tuesdays at 3:30, hopefully, in B445 at the ASC. Meeting dates are Feb. 8, March 8, and April 12.

Meeting adjourned at 4:45.