

Meeting Minutes Agenda items

<input checked="" type="checkbox"/> Bufkin, Reynard (champion)	<input checked="" type="checkbox"/> Gilmore, Linda (champion)	<input checked="" type="checkbox"/> Palmer, Brittany (champion)
<input checked="" type="checkbox"/> Cain, Tameillia	<input checked="" type="checkbox"/> Jackson, Bridget (champion)	<input checked="" type="checkbox"/> Reno, Bob (champion)
<input type="checkbox"/> Corkhill, Kristin	<input checked="" type="checkbox"/> Jones, Jean	<input checked="" type="checkbox"/> Shandor, Britnee (ex-officio)
<input checked="" type="checkbox"/> David, Andre (champion)	<input checked="" type="checkbox"/> Marshall, Avice (champion)	<input type="checkbox"/> Walker, Lindsey
<input checked="" type="checkbox"/> Dudley, Kaitlin (ex-officio)	<input type="checkbox"/> Massey, Antwanina	

I. Approval of Agenda & Minutes

Kaitlin Dudley called the meeting to order at 10:00 a.m.

A motion was made to approve the April minutes. Mr. David approved; Mr. Reno seconded. All were in favor.

A motion was made to approve the May agenda. Mr. David approved; Dr. Jones seconded. All were in favor.

II. Champion Terms & Committee Membership

Champions were reminded that their year-long terms will end on June 30, 2024. Those who would like to remain with the QEP team by joining the committee are welcome to do so. Likewise, current committee members were asked to also review and determine if they would like to serve again throughout FY25. Kaitlin informed the group that they will receive a Microsoft Form to submit their membership status updates.

i. QEP Committee Chair update (FY25)

For FY25, there will not be a nomination for QEP Chair. While we will revisit this later, the decision was made with the intention to better streamline communications, activities, and initiatives.

III. Appreciative Advising Model

i. Definition of advising

Prior to the meeting, Champions and the Committee were provided with the definition of “appreciative advising,” which had been developed by the Advising Review Committee and Academic Affairs leadership. After review, the team approved to move forward with the following definition:

Appreciative Advising: *“Appreciative advising is a collaborative method where advisors support students in optimizing their skills and talents to achieve their educational, personal, and professional goals. It uses personalized, culturally-aware strategies to meet diverse needs, fostering growth and future readiness.”*

This definition will be added to the Student Success Glossary.

ii. New process overview

Kaitlin briefly reminded the group of the new advising model, which is scheduled to launch Fall 2024. The only change noted was the reorganization of the Academic Success Coaches, who will now be supervised by Dr. Melinda Robinson-Moffett, the new AVP for Student Affairs.

iii. Training date and schedule

All faculty advisors will be trained on Friday, June 21st from 8:30 – 12:30.

IV. QEP Student Ambassadors

i. Responsibilities & expectations

Kaitlin met with the QEP Student Ambassadors via WebEx on Friday, June 24th. While only two members attended, the recording and aligned materials were sent to all of the students via email.

During the session, Kaitlin outlined the responsibilities and expectations of the students in the ambassador role. It was stated that at least 3 students are scheduled to graduate at the end of Summer 2024, meaning there is a need for more ambassadors to serve during FY25. Kaitlin tasked the group with recruiting new members, ensuring there are a variety of program areas and student groups reflected. If you have a student in mind, please complete the QEP Student Ambassador nomination form and send to ie@gptc.edu.

The suggestion was made to engage students who might not typically engage themselves. This includes, but is not limited to, dual-enrollment and Career Plus High School Equivalency (CPH) students. Mr. David stated that there may be concerns with these students participating in Student Life events as adult education and dual-enrollment students do not pay the SGA fee. Kaitlin did suggest that we try to recruit these students to serve at QEP Committee members. Per our QEP Plan Addendum, we need at least 2 students to serve on our committee.

Dr. Jones also suggested that we collaborate with dual-enrollment staff to encourage this particular set of students to participate in institutional surveys and feedback.

ii. Faculty/staff coordinator for activities

Kaitlin called for volunteers who might be able to assist our QEP Student Ambassadors during Student Life activities and events. Ms. Cain, Mr. David, and Ms. Marshall all volunteered as they already attend these events.

V. FY25 Marketing Materials

iv. Student giveaway t-shirts; coordinating with SGA

An FY25 budget request for QEP was submitted to Administrative Services in May. While the group awaits budget allocations, Kaitlin asked for marketing suggestions that would be practical and relevant for students. The following suggestions were made:

- QEP fan
- USB charger/adaptor
- Stuffed Monty
- Notebook/agenda
- Pens/pencils
- QEP stickers/pins for ID badge

All of these suggestions will be reviewed and quotes will be requested once allocations are published.

Mr. David suggested that marketing items be given to students as prizes for engaging with and participating in activities such as a QEP scavenger hunt and/or QEP trivia.

VI. Academic Planning Rubric




The QEP team must develop a measure for the academic planning outcome. As such, Kaitlin sent the Champions and Committee members a copy of NACADA's academic planning rubric, which is a sample the organization provides on their website. Kaitlin asked the group to review the rubric so that our own rubric can be created and approved for use in collecting FY25 baseline data.

More to come on this.

VII. Academic Planning Rubric

The meeting was adjourned at 11:01 a.m.



 **Location:** WebEx, Virtual
 **Date:** 05/31/2024
 **Time:** 10:00-11:00 a.m.

Action Items (May 2024)	Owner(s)	Deadline	Status
Send completed Student Success Glossary to leadership for review and approval.	Kaitlin Dudley	June 6, 2024	Not Started
Recruit new student ambassadors to serve for FY25.	QEP Committee & Champions	July 31, 2024	Not Started
Recruit at least 2 students to join the QEP Committee.	Kaitlin Dudley; QEP Committee & Champions	July 31, 2024	Not Started
Review, construct, and approve Academic Planning Rubric for outcome measure.	QEP Committee & Champions	June 28, 2024	In Progress
Confirm FY25 marketing budget and submit for quotes.	Kaitlin Dudley; QEP Committee & Champions	July 31, 2024	Not Started