



Biweekly Reports on Preparation for QEP Impact Report due March 1, 2025.

February 16, 2023

Prepared by Kye Kang for Dr. Samuel Jator

Guiding Principles

- A. Must have a timeline and advertise it with flexibility.
- B. Must read the handbook to understand Policies and Bylaws.
- C. Meetings with Agenda and Minutes
- D. Meetings at least every month
- E. Organize Narrative by subsections (use present or past tense).

Relevant items from the previous report:

1. QEP Impact Report Development Plan
 - a. Plan will be discussed at the scheduled (2/22) monthly QEP Writing Committee meeting.
2. QEP Registered for Cardinal View Event on March 2, 2024.
 - a. A table is secured; A preparation meeting will be held – Theresa, Jarrod, and Kye. (Kye will consult Dr. Jackie as well.)
3. A new QEP banner is in preparation by the QEP Marketing and Outreach Committee.
 - a. New designs have been created.
4. All meeting agendas and minutes will be updated on the QEP website.
 - a. All meeting agendas and minutes are uploaded to appropriate QEP committee Teams groups for now. When the QEP-website is restructured and updated, they will be uploaded to the website.

In this report, the following items are updated:

1. Monthly QEP Assessment Committee meeting held.
2. Monthly QEP Advising Committee meeting held.
3. Monthly QEP Writing Committee meeting will be held on 2/22.
4. New designs for QEP banners and flyers are created.
5. Upcoming Cardinal View Event on March 2, 2024
6. Appendices: agendas and minutes for the committee meetings held in the past two weeks.

1. Monthly QEP Assessment Committee meeting held. (2/6/24)

- A. Introduced the QEP, the QEP goals and SSOs, and the current status of the data collection and assessment results. Provided a quick snapshot of the QEP Impact Report Sections that are relevant to assessment.
- B. Collecting Declaration of Intent documents discussed → Led to the future meeting of the QEP Advising Committee with Mr. David Short (Registrar's office) and the UAC in an effort to understand the mechanism from the form submission to the degree plan changes in Degree Audit.
- C. Clear definition of the definition of assessment period in all reports is recommended.
- D. Careful use of DEI language is discussed.
- E. Monthly meeting will be held on every first Tuesday.

2. Monthly QEP Advising Committee meeting held. (2/8/24)

- A. In order to understand the process of Declaration of Intent from form submissions to degree plan changes and Degree Audit update, the committee will invite Mr. David Short and other stakeholders to the next Monthly meeting.
- B. Kye will investigate further to identify the programs with no registered DOIs.
- C. Discussed marketing items for Cardinal View Event on March 2.

3. Monthly QEP Writing Committee meeting will be held on 2/22/24.

- A. Actual QEP Impact Reports (4 – 5 from various universities) will be shared.
- B. QEP Impact Report development plan including the timeline will be discussed.

4. New designs for QEP banners and flyers are created.

- A. The QEP Marketing and Outreach Committee has created new designs for banners and flyers. The BUAL 2310 renumbering to BUAL 2305 has been confirmed and will be incorporated into all new designs.

5. Upcoming Cardinal View Event on March 2, 2024

- A. Event marketing items are ready. New banners are hoped to be delivered before the event.
- B. A prep meeting will be held among Theresa, Jarrod, and Kye

Appendices

A. QEP Assessment Committee Meeting: Agenda and Minutes

Agenda for the Monthly QEP Assessment Committee Meeting on 2/6/24

1. Introduction of the members
2. The QEP Goals and Student Success Outcomes
3. Data we have been tracking and collecting
4. Assessment and QEP Impact Report
 1. Section 1: A succinct list of the initial goals and intended outcomes of the Quality Enhancement Plan

- a. What did you plan to do?
 2. Section 2: A discussion of changes made to the QEP and the reasons for making those changes
 - a. What changed and why?
 3. *Section 3: A description of the QEP's impact on student learning and/or the environment supporting student learning, as appropriate to the design of the QEP. This description should include the achievement of identified goals and outcomes, and any unanticipated outcomes of the QEP (5 – 7 pages)*
 - a. *What data did you collect and what did it tell you?*
 - b. *What happened that you didn't expect?*
 4. Section 4: A reflection on what the institution has learned as a result of the QEP experience
 - a. What did you learn as an institution?
5. What is expected of the committee to finish up this year as we prepare for writing the impact report?
6. Questions?

QEP Assessment Committee:

Mr. Jarrod Rossi (Chair)	Director of University Assessment
Dr. Theresa Hefner-Babb	Asst. Provost Accreditation & Assessment - ex-officio
Dr. Samuel Jator	Senior Associate Provost – ex-officio
Dr. Jackie Jensen-Vallin	Chair, Department of Mathematics
Dr. Freddie Titus	Vice President for Strategic Initiative and Community Relations
Dr. Kyle Boudreaux	Executive Director - Data, Analytics, Reporting, and Analysis
Dr. Mamta Singh	Associate Professor in Education

Dr. Kye Kang	QEP Director
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Minutes of Monthly QEP Assessment Committee Meeting on 2/6/24

Date and time: 2/6/2024, 11:15AM – 12:10PM

Place: Reaud 312

Attendees: Dr. Jator, Dr. Kyle, Dr. Theresa, Dr. Jackie, Dr. Freddie, Dr. Mamta, and Dr. Kye

1. Introduction of the members (omitted)

2. The QEP Goals and Student Success Outcomes

- Kye: described the extra document (QEP_goals_SSOs) in details including the QEP goals, Student Success Outcomes and their measurement data.
- Kye: explained where Declaration of Intent is in each college; explained the math pathways
- Jackie: Introduction of a new Math course 1331; will eliminate the need of non-stem majors for Math 1314 (College Algebra)
- Jator: Addition of Math 1331 is a good idea
- Theresa: PYSC 2317 (1314 or PYSC 2317): incorrect information still exists in their degree plan
- Jator: About incomplete DOI, suggested Committee will declare one if chairs do not declare a math pathway until set deadline; Give them a deadline first.
- Jackie: Psyc 2317 and bual 2310 counted as math requirements; They have to take a prereq math course.
- Jackie: math 1331 will have the rigor of math 1314 and , get rid of 1314 need for non-stem majors
- Jator: math – qualified math course should be math content- course (?)
- Bual 2310 as math core is a policy

- Jator: Big picture (?)

3. Data we have been tracking and collecting

- Kye described the SSO#1 – SSO#6: DOI, Retention rates, First math course completion, and etc.
- Coreq 100% is required starting Fall 2020 may be explaining the drop
- Kye: 2020 retention rate drops may be due to the pandemic
- Kyle: Note that those retention numbers do not match official numbers due to a number of reasons including FTIC, periods, and etc. But, numbers look close.
- Mamta: show these results to colleges and departments; we will make a decision for the math pathways
- Jackie: ?

4. Assessment and QEP Impact Report

- Kye:

5. Section 1: A succinct list of the initial goals and intended outcomes of the Quality Enhancement Plan
 - a. What did you plan to do?
6. Section 2: A discussion of changes made to the QEP and the reasons for making those changes
 - a. What changed and why?
7. *Section 3: A description of the QEP's impact on student learning and/or the environment supporting student learning, as appropriate to the design of the QEP. This description should include the achievement of identified goals and outcomes, and any unanticipated outcomes of the QEP (5 – 7 pages)*
 - a. *What data did you collect and what did it tell you?*
 - b. *What happened that you didn't expect?*
8. Section 4: A reflection on what the institution has learned as a result of the QEP experience
 - a. What did you learn as an institution?

- Jator: SS Learning outcomes – can use grades, which is a good thing.

5. What is expected of the committee to finish up this year as we prepare for writing the impact report?

- Kye: we expect the committee to oversee the data we obtain and our interpretation of them. Also provide any insight and concerns especially from the data collection to use and interpretation of them.

6. Questions?

- Jator Fall and Spring: Clearly specify the Definition of Assessment Period

- Kyle: will get updated grade information during the first week of June

- Kye: will update the SSOs and other data by August (probably July to make it available to the Writing Committee so that they can publish the preliminary QEP Impact Report by August 31.)

- Theresa on Subgroup gap analysis by race/ethnicity; gateway completion; SACSCOC updated DEI – not standard yet.

Discussion on using “race, gender, and DEI” (the note taker did not grasp the discussion; so what’s written here may not be correct.)

- Jackie: to increase the success of students, can look at the data by those variables
- Freddie: SB 17, collect data but a concern of what we do with the data; a new way to label them underserved? What does it mean? What’s appropriate; DEI; Grant sponsor agrees to change; We are compliant;
- Mamta: Underperforming, underprepared, low performing are right words to use.

Meeting every First Tuesday;

B. QEP Advising Committee Meeting: Agenda and Minutes

Agenda for QEP Advising Committee Meeting

Thursday, 8 February 2024

UAC Conference Room

1. Introductions (if needed).
2. Follow up with QEP Assessment about departments without declarations of intent/track when these are processed and when we can use them for advising
3. Get QEP flyers to individual departments for Cardinal View and other recruiting events
4. Tracking change of majors, especially between NSO and start of fall semester
5. Get degree works to show pathways?
6. Ways to support/retrain advisors as pathways are updated

Minutes for QEP Advising Committee Meeting (INCOMPLETE)

Thursday, 8 February 2024

Time: 10AM – 10:58:AM

UAC Conference Room

Attendees: Dr. Jackie, Mrs. Dawn, Ms. Gina and Dr. Kye

Agenda items are numbered 1 through 6.

1. Introductions (if needed): Omitted
2. Follow up with QEP Assessment about departments without declarations of intent/track when these are processed and when we can use them for advising
 - Jackie: UAC, Math, QEP three constituencies; our voices are stronger
 - Dawn: TSI?
 - Jackie: Dol –
 - Jackie: Theresa Rankin (Registrar's office) is a good trainer for Degree Audit

- Kye: Two items

1. Getting a list of undeclared Dol – contact David (Will have a meeting with David in early March) and Kye works on the current resources to get a list – say a working list and move forward with it to get more Dols in the mean time.

2. What happens when a form is submitted and approved by the QEP? (Again this item will be discussed with David and others in the Registrar's office in early March, probably with Theresa Hefner-Babb. It is supposed to do:

a. Degree plan change

b. This Degree plan change is reflected on Degree audit advisors look

up

-Jackie: Prereq was an issue; advisors can't advise math pathways because of (hidden) prereqs that dictate different math courses like math 1314 instead of math pathway courses;

Last day to make changes to degree plan is only a week later

3. Get QEP flyers to individual departments for Cardinal View and other recruiting events

a. -Jackie: Current flyer (by math pathways) will be used at the Cardinal View (have enough of it)

b. -Kye: Will have new flyers of math pathways organized by meta-majors; send mockups to Dawn, Gina, and Lance for review – Deadline April 20th

4. Tracking change of majors, especially between NSO and start of fall semester

a. Jackie: April 20th – Fall – Change of majors (Davis's office needs to communicate/send notifications to chairs/UAC for the changes in a timely manner.

5. Get degree works (audit) to show pathways?

a. ??

6. Ways to support/retrain advisors as pathways are updated

a. ??

-Dawn/Kye Course name/number change

BUAL 2310 - > BUAL 2305

-Jackie: Invite Theresa Hefner-Babb, David, and others to March 7 meeting

-Kye: will need help from Jackie when meetings with chairs for Dol happen in the future.