

QC TEAM | MINUTES

Meeting date | time 6/23/2015 10:00 AM | Meeting location SH205 and QC 3420A

Meeting called by	Audrey Adamson	Attendees
Type of meeting	HLC Persistence and Completion Team Meeting	Angela Bonifas, Angela Lynn, Debbie Kepple-Mamros, Heather Calvert, Jim Rabchuk, Kristi Mindrup, and Terri Hare
Facilitator	Debbie Kepple-Mamros	
Note taker	Debbie Kepple-Mamros	

AGENDA TOPICS

Time allotted | 20 Minutes | Agenda topic Finalize Responses for HLC | Presenter the team

Discussion; Everyone agreed that the email responses sent around last week were very helpful and will definitely aid in the writing of the HLC update. In addition, many of them will help with the implementation and sustainability of the plan. The article Ryan sent was especially helpful regarding inclusion and belongingness. Also, the QC team agreed that since all the teams have similar indicators, it might be time to allow the indicators to be the primary focus of all the teams and allow the individual teams to work on the context for each type of student. The team also would like to see the previous updates, the original plan and the mentor feedback from 2014.

Conclusion: If others have additional responses, please send them.

Action items	Person responsible	Deadline
Need to ask Southern Mississippi University if we can either use or purchase the survey they developed on belongingness.	Kristi Mindrup	6/30/2015 12:00 AM
Send the original plan, the updates and the mentor feedback to the team	Debbie KM	6/24/2015 12:00 AM

Time allotted | 20 Minutes | Agenda topic Specific Response to HLC | Presenter Debbie KM

Discussion: HLC Question – Have you developed or built your project plan yet? If so, please describe it. If not, what help do you need to develop it?

Conclusion: We have come a long way from where we were last year. We have developed pockets of information. All of the teams have independently focused on 5 indicators. The data warehouse has been built. It is in the testing stage at the moment so not quite ready to be used but it's getting close. Our project is now much broader than the original (we started with the idea of a data book but have evolved into a data warehouse). We understand that the website, part of our original project, is not being utilized. Finally, we addressed a struggle some teams are having. How are we going to implement plans based on data and make it sustainable? We concluded that we will start with data analysis and then move on to action plans.

Action items	Person responsible	Deadline
Each team will get their ideas about how the website can be more user-friendly together. Send them to the Steering Team. Steering team will then meet with webmaster to discuss possibilities.	All teams	8/3/2015 12:00 AM

Action items	Person responsible	Deadline
Ask Joe to include an update of what all the teams are doing in his planning update. If he makes mention of the website too, that might drive more traffic to it.	Steering team	7/17/2015 12:00 AM
Debbie will begin writing the HLC Update, send it around for everyone to proof, then send it to Joe for final proof.	Debbie KM	7/7/2015 12:00 AM