Q_{EP}

Quality Enhancement Plan

Meeting Minutes May 13, 2019 10:00 am

Committee Members Present:

Tony Brooks, Co-Chair

Chequita Dixon, member

Patrick Johnson, member

Trina Cox, member

Kaye Bennett, member

Mary Suggs, member

Tony Newson, member

Cynthia Williams-Roberson, acting secretary

Meeting

Mr. Brooks called the meeting to order at 10:00 a.m.

Discussions/Advising Plan:

PDF Fillable Student Interaction Form

The form will be accessible via My CCC for advisors to complete as they meet with advisees.

Contact List

Mr. Brooks created this list for the purpose of identifying whom a student sees for advising

Trifold Advising Brochure/Map

Created to provide the process for advising; this will be helpful for advisor, current students, and new students.

Placement

- o CTE uses the Accuplacer for placement.
- o Find out what academic uses for placement.

and out of Jenzabar?

- Course Needs Sheet: provides advisors with the list of courses students have already taken and the courses the students still need to take. One problem is that the Course Needs Sheet does not show courses that were transferred in from another institution.
- o **CAC** Career Assessment Tool: Choices Planning; located on the Student Engagement Webpage.
- o Automated email in Jenzabar/My CCC

Professional Advisors by way of current Counselors

Some deans and others Mr. Brooks w 452.35 TFØTm0 g2ds Sheet does not show courses that were

- o Set up Orientation course in modules; do not offer online the first year.
- o Students will create a project at the end of the Orientation course.
- o Current Orientation Instructors: J. Mayo, Y. Morton, R. Hall
- o Student reps needed to test the brochure/advising map
- o Student ambassadors needed to assist in pilot Orientation course.

Discussions/Orientation Plan:

Revitalize Orientation Classes (Pilot)

- o 8wk course
- o Meet twice a week
- o No textbook; just material for the course
- o Skills of focus: finances, registration, life skills success, CCC history, priorities
- o Identify facilitators for each area of discussion
- o Ask Mrs. Morton to teach the pilot course