

QEP Development Committee Meeting Minutes - FINAL

July 29, 2022 - Online

Approved 8/12/22

Meeting Time:

10 a.m. - 12 p.m.

Attendees:

Alex Watkins, Ann Kennedy, David Ely, Karina Hernandez, Katharine Susman, Keri Moczygemba, Linda Smarzik, Lisa Marie Coppoletta, Margaret Reid, Miguel DeLeon, Mirosalva Zuniga, Missi Patterson, Misty Rasmussen, Nancy Hernandez, Pam (Ann) Saez, Pamela Chukwuneke, Rachel Barrera, Rich Griffiths (via proxy), Scott Goyette, Wade Allen

Agenda and Materials:

[7-29-2022 - July Meeting C](#)

(only accessible to committee members)

I. Welcome/Approve Minutes

Presented by Missi Patterson & Misty Rasmussen

- The meeting is put to session. The 7.8 and 7.15 meeting meetings are presented for approval.
- Both meetings were approved unanimously.

II. Final Report-Implementation Framework & Timeline Subcommittee Presented by Misty Rasmussen, Karina Hernandez & the Implementation Framework/Timeline Subcommittee

- Link to [Implementation/Timeline Subcommittee Final Report](#)
- Karina begins with reviewing the first steps of the subcommittees process: Highlighting the **QEP's Central Goal**: *Promote equitable academic and career outcomes by providing Micro-Credentials in digital and professional workforce competencies required by the 21st-century workplace*. Then, outlining 7 goals and their subsequent *Tasks/Components* and *Reponsible Personnel* based on key areas and aspects of the QEP.
 - **Goal 1**: Define Organization Structure and Budget
 - **Goals 2 and 3**: Develop Micro-Credentials Ecosystem
 - **Goals 4, 5, and 6**: Educate and Incentivize Students, Digital Navigators, and Faculty
 - **Goal 7**: Assess and Report

- Next, Karina reviews the ***Micro-credentials Development Sequence*** for the next five years that includes three phases (i.e., Development, Pilot, and Launch). All 16 micro-credentials will be developed and implemented by the fourth year.
 - **Pilot Year 0 & Year 1** : Web Builder
 - **Year 1:** (5) Intro to Computers and Internet Search, Word Processing, Presentation Software, Spreadsheets, & Data Management
 - **Year 1-2:** (3) Photoshop, HTML/CSS, & Web Analytics
 - **Year 2:** (4) Advanced Power Point, Interactive Media, Social Media, Data Analytics
 - **Year 3:** (3) Systems Thinking, Problem Solving with AI, Project Management
- Lastly, Karina reviews the ***Timeline AY2022-23 through AY2026-27*** for the next five years broken down by academic years and semesters . Each year is tied to more than one of the seven goals and include but are not limited to: hiring digital navigators, launching micro-credentials, engaging and incentivizing students, engaging, educating, inspiring faculty, and collecting assessment data.
- Question: Is it okay to target, in addition to the district-wide population of ACC, can we also direct our communications to some of the underrepresented groups?
Answer: Absolutely. We will have multiple info sessions for advisors, faculty, librarians, students, speciality student groups, etc.

III. Level Setting: Everyone Joins Writing Subcommittee Presented by Misty Rasmussen

- As of this meeting, all subcommittees will join the writing subcommittee.
- Misty asks the team to meet with or communicate with the writing subcommittee and progress your work together.
- Communicate with Misty and Missi any assistance needed to move forward in writing the QEP document.

IV. Team Time - Writing Subcommittee Presented by Misty Rasmussen

- The writing subcommittee began their work.

V. Report Out - Writing Subcommittee Update Presented by Misty Rasmussen

Writing

- Keri states that members were updated on the writing subcommittee's work so far.
- Members are asked to review, comment on, and/or make suggestions to the writing subcommittee's work by Tuesday, August 2nd.
- Today they established that the term "Microcredential" must NOT include a hyphen.
- They are waiting on finalized job descriptions and budgets.

Wrap Up of Report Outs

- Misty states that Dr. Rhodes and Dr. Umphrey approved the Dean positions.

- She requested that a first draft be presented by the next meeting.
- A final report has to be submitted to SACSCOC on September 9th. She stated that September 2nd would probably be the last day to make any adjustments.

VII. Next Steps / Adjourn

Presented by Misty Rasmussen

- Misty asks the team to meet with the writing subcommittee and work.
- The first draft of the report has a deadline of August 12th, 2022.
- She also asks to continue reaching out to your respective teams/constituencies.

The next meeting for the QEP Topic Selection Committee will take place on
August 8th from 10 a.m. to 12 p.m.