

## ***First Things First Steering Committee Minutes***

September 26, 2016

Members: Bernard Anderson, Pamela Bell, Alan Burstein, Susan Finazzo, John George, Peter Higgins, Anna Dunlap Higgins-Harrell (Chair), Erica Johnson (Recorder), Jeffery Knighton, Britt Lifsey, Tonya Moore, Michele Perry-Stewart, Stephen Raynie, LaRonda Sanders-Senu, Autumn Schaffer, Ashley Smith, Theresa Stanley, Ed Whitelock, and Mary Williams

**Members Present:** Bernard Anderson, Alan Burstein, Susan Finazzo, Peter Higgins, Anna Dunlap Higgins-Harrell (Chair), Erica Johnson, Jeffery Knighton, Tonya Moore, Michele Perry-Stewart, Stephen Raynie, Ashley Smith, Theresa Stanley, Ed Whitelock, and Mary Williams

### **Item One: Announcements & General Information (Anna Higgins-Harrell)**

- SACSCOC On-Site Visit dates (October 24-27)
- Homework One: Re-read the QEP to prepare for on-site visit
- Homework Two: G2C Platform
  - Inventory
  - Each Course's KPI's & their Synthesis Reports
- Goals of monthly meetings for Fall 2016: To broaden the discussion of the individual Course-Specific Committees, noting issues/concerns/celebrations that are across all of our G2C courses and to offer any assistance/feedback/guidance/support that we can to the three Course-Specific Chairs and their Committees.

### **Item Two: Chair Reports & Discussion**

- MATH 1111: Bernie Anderson presented an update on the math Course-Specific Committee work, noting that the math department is very supportive of the work. The KPI report was projected on the board for committee review. Discussion followed.
- GFYE: Peter Higgins presented an update on the GFYE Course-Specific Committee work, noting that the members of his team are very enthusiastic about creating a course that will support the efforts of the QEP. The KPI report was projected on the board for committee review. Discussion followed.
- ENGL 1101: LaRonda had a family emergency, so Anna Higgins-Harrell projected the English Course-Specific Committee's KPI report and gave a brief update. Discussion followed.
- Anna Higgins-Harrell noted that all three committees are "on schedule," that all work is moving smoothly, and that she will continue to meet with all three chairs privately every two weeks (as per the QEP schedule).

### **Item Three: "Other Business"**

- Susan Finazzo updated the committee relative to the ETS and will continue to do so as details about testing dates and protocol are worked out.
- Peter Higgins gave an update on Always Alert. He was very encouraged by the response, suggesting that perhaps the Student Success Summit had inspired faculty to be the lookout for struggling students earlier in the term than in previous years.
- Tonya Moore informed the committee about the Career Readiness Certificate Program, an initiative that could perhaps lead to various new assignments in the transformed classes.

**Item Five: Upcoming Fall Meetings**

- October 31: 3:30-4:20; Academic Building room 112
- November 28: 3:30-4:20; Academic Building room 112
- As needed