

NORTHWEST IOWA COMMUNITY COLLEGE

QFP MEETING MINUTES
THURSDAY, APRIL 13, 2017 – 3:30 P.M.

Present: Sandy Bruns, John Hartog, Adam Thiner, Rhonda Pennings, Amy Jurrens, and Steve Waldstein

Guests: Karla Harris

1. QFP Committee Membership

To comply with the Department of Education's accreditation recommendation to maintain equal representation from CTE and Arts & Sciences, the following individuals have been appointed to the QFP Committee: Adam Thiner as a male Arts & Sciences faculty representative, Rhonda Pennings as a female Arts & Science administrative representative, and Steve Waldstein as a male CTE administrative representative. A list of the current QFP members will be sent to Barbara Burrows at the Department of Education.

2. Summary/Reflection Report – Lee Van Kley

After reviewing materials submitted by Lee on Journal Article #1 for Competency #2, Diversity, the committee determined that he had met the requirements of one of three journal article requirements of this competency. Sandy will forward the committee's decision to Lee.

NOTE: Sandy will send an e-mail to Lee Van Kley, Russ Gaalswyk, and Troy Klein informing them that the presentation by Bethanie Tucker on February 20, 2017, entitled "Understanding and Engaging Under-Resources College Students" qualifies as an all-day workshop (minimum 6 hours) and that if they submit a summary/reflect report on the presentation and it is approved by the QFP committee, they will have completed the Diversity competency.

3. Computer/Internet/Network Security Training by Michael Oldenkamp

Michael Oldenkamp presented a 90 minutes computer/internet/network security training session for staff during spring break. Michael would like to do this same presentation with faculty. It was agreed that if Rebecca Hoey is not available to be a guest presenter at the October 10, 2017, faculty in-service day, John will ask Michael to present. Otherwise, we will plan to have Michael present at the February 19, 2018, in-service day.

4. aha! Process, Inc. Training

Amy reported that aha! Process, Inc. is offering a trainer certificate course June 19-21, 2017, which would certify individuals to present on the topic of "Understanding and Engaging Under-Resources College Students". Cost is \$1,170 for a lifetime trainer certificate and \$715 for a two-year certificate. The lifetime trainer certificate includes yearly online updates. John and Amy will put together an e-mail and send it out to all faculty and staff.

5. In-Service Planning Calendar

October 10, 2017

8:00 a.m. to 8:30 a.m.	ADA Compliance – John Hartog (TBC)
8:30 a.m. to 9:30 a.m.	Concurrent Sessions Group A – LMS – Gretchen Bartelson Group B – Assessment – New Chairperson
9:30 a.m. to 10:30 a.m.	Concurrent Sessions Group A – Assessment – New Chairperson Group B – LMS – Gretchen Bartelson
10:30 a.m. to 10:45 a.m.	Break
10:45 a.m. to 12:15 p.m.	CCSSE – Faculty Data Assessment Team
12:15 p.m. to 1:00 p.m.	Lunch
1:00 p.m. to 2:00 p.m.	Writing Learning Objectives (Bloom’s Taxonomy) – possibly contact Rebecca Hoey at Northwestern to see if she would be available?
	Or
	Computer/Internet/Network Security Training – Michael Oldenkamp
2:30 p.m. to 3:00 p.m.	Concurrent Sessions NACEP Professional Development – Rhonda Pennings Lab Management – Steve Waldstein

Notes:

- For the morning concurrent sessions, Gretchen will group faculty by program and LMS usage.
- Regarding Rebecca Hoey, a committee member will contact Rebecca later this spring to see if she would be interested in presenting. If she is, do we pay her a stipend? If so, it was recommended that the stipend be \$200-\$300 (this would include travel). If Rebecca would not be available from 1-2 p.m., we could be flexible with the agenda.

NOTE: Ryan will contact Rebecca to inquire if she would be available on October 10.

Hoey, Rebecca Faculty/staff
Director of Graduate School & Adult Learning
rebecca.hoey@nwciova.edu

- MariBeth had information on a presentation entitled “Empowering Students to Engage in their Own Learning” by Dr. Danae R. Quirk Dorr at Minnesota State University in Mankato. She felt this could be a possible presenter for future in-services.

February 19, 2018

Program Evaluations – Ways to Reduce Cost of Education
Differentiated Instruction (would AEA have someone who could present?)
Computer/Internet/Network Security Training – Michael Oldenkamp

October 2018

Compliance Topic(s)

Assessment

Faculty Data Team

HLC

CTE/A&S Concurrent Sessions

Meeting adjourned 3:56 p.m.