

NORTHWEST IOWA COMMUNITY COLLEGE

QFP MEETING MINUTES
TUESDAY, OCTOBER 18, 2016 – 3:30 P.M.

Present: Sandy Bruns, Ryan, Cannoy, Amy Jurrens, and MariBeth Schneider
Guests: Gretchen Bartelson and Karla Harris

1. October 11, 2016, In-Service

Overall, the in-service activities went well. A small number of faculty attended Safety in the Shop. The information was valuable for those who attended. Ryan stated that EMC Insurance has a large video library and are willing to send out representatives for training.

2. February 20, 2017, In-Service

Amy reported that she had sent an e-mail to Bethanie Tucker providing her with information on the college's culture. When she hears back from Bethanie, Amy will forward the information to the group.

3. QFP Logs

Sandy reported that she had received everyone's QFP log and that all faculty have made annual progress. Sandy will send out progress memos to faculty.

4. Initial Professional Development Courses

Sandy asked for information on which courses have been developed, what is available on-line, what needs to be developed, who to contact, etc. so that she has the correct information to share with new faculty. It was recommended that the committee put together a brochure providing information on the five competencies/courses. Following is development of courses to date. Gretchen will give an update at the next meeting.

Community College – Sandy will send an e-mail to Alethea asking Executive Council to decide who will put a course together and teach it. Would like to have this course developed for delivery for spring 2017.

Curriculum and Assessment – Course is complete and was delivered last year. Gretchen will visit with John to determine who the instructor will be for future sessions.

College Instruction – Gretchen will see if this course has been developed. If not, she will determine who will complete the development and teach it.

Human Relations – Currently offered online.

Instructional Technology – This course will consist of online modules and will be self-paced with oversight by someone. Current modules consist of the following. The first three

modules are currently covered during new faculty orientation. eCompanion Overview will become Learning Management System (LMS).

- Outlook
- Technology Equipment
- WebAdvisor
- eCompanion Overview
- Plus one additional module of choice (i.e., Word, Excel, PowerPoint)

5. In-Service Planning Calendar

February 20, 2017

8:30 a.m. to 3:30 p.m.

“Understanding and Engaging Under Resourced College Students”

October 2017 – Tentative Agenda

Compliance Topic(s) (approximately ½ hour)

Assessment (approximately 1 – 1½ hours)

CCSSE (approximately 1 – 1½ hours)

Concurrent Sessions – Classroom Management and Lab Management (approximately 1 hour)

Campus Convos – 30 minute rotating sessions (approximately 2 hours)

February 2018

Program Evaluations – Ways to Reduce Cost of Education

October 2018

Compliance Topic(s)

Assessment

CTE/A&S Concurrent Sessions

Meeting adjourned 4:40 p.m.