

SMHS Dean’s Quality Improvement Panel
Wednesday September 29, 2021, 1:00 – 3:00 PM Zoom Meeting

Attending: Steve Tinguely, Sheila Bosh, Dean Wynne, Pat Carr, Jim Porter, Judy Solberg, Marc Basson, Ken Ruit, Susan Zelewski, Ryan Norris (MS4)

Absent: Rick Van Eck, Bryon Grove

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Call meeting to order	Meeting was called to order by Dr. Stephen Tinguely, Committee Chair.	
Review of Minutes	September 15, 2021, meeting minutes were reviewed. Minutes were also posted to Blackboard.	Minutes Approved.
Document Proposal to Executive Committee (Central Repository)	Dr. Tinguely drafted a proposal for a central repository for reports (GQ, ISA, etc.). Dr. Solberg will bring the proposal to the Executive Committee next Wednesday.	Dr. Solberg will provide at update at the next meeting. Add to October 13 agenda.
Follow Up Student Survey Quality of Education	Dr. Zelewski created a draft follow up survey question on the quality of education. The committee reviewed the draft and recommended some changes. Dr. Wynne suggesting adding an explanation to the second paragraph “This means that 25% of you were not satisfied.” He also suggested adding #2 to #2 in the first section so that we are asking the students what <i>they</i> think needs to be improved. Dr. Zelewski commented that the mini survey should be sent out within the next week. She asked if there’s someone more central that can send the survey out. Ryan commented that he and Carissa Klarich would be willing to ask students to respond but he thinks it might be better coming out from an official channel. He suggested Including a deadline for the response. Dr. Zelewski will work with the Dean’s office on the distribution.	Dr. Zelewski will share survey data with DQIP at a future meeting.
ISA 2 Survey Planning	Dr. Tinguely reminded the committee that the ISA 2 survey will need to be sent out the first week of December to allow time for data	

	analysis prior to our submission of the DCI. Dr. Zelewski and Dr. Van Eck will work with Ryan Norris to accomplish this.	
Dean's Pre-Town Hall Meeting	Student members of the four ISA committees as well as several of the faculty committee members met at the Dean's request. The meeting was led by Dr. Tinguely and primarily focused on how the school could be helpful to the committee's in implementing their recommendations. The Dean commented that he liked the energy and commitment the students demonstrated. The Dean plans to send a personal thank you note to all students who attended.	
Academic Advising Student Focus Group	Dr. Tinguely and Sheila Bosh are meeting with some of the students on the ISA 2 committees to obtain student perspectives on the issues related to low satisfaction with academic advising. The meeting is scheduled for October 6. Dr. Carr commented that the topic of peer tutoring was a hot topic in a recent student meeting he attended. Dr. Zelewski commented that students are talking about wanting ongoing feedback at least at end of Phase 1 for their academic standing.	OMA will provide updates at the next meeting. Add to October 13 agenda.
Student ISA fatigue	Dr. Tinguely mentioned that a student committee lead commented to him that some students are experiencing ISA fatigue. Ryan Norris commented that the fatigue is real and is being helped by receiving support from Administration. Despite the fatigue he noted that the subcommittee chairs understand that their members plan to work with Dr. Zelewski on the ISA 2 survey.	
Mock Visit Planning and Scheduling	OMA is working on reviewing and Incorporating recommendations from Dr. Nora and the External Self Study Task Force. Noted that the Mock Visit will take place in early February. Calendars have been blocked. A detailed schedule will be sent out when it's available.	OMA will complete schedule and provide updates. Add to October 13 agenda
FTE discussion	Discussed the tables in element 4.1. Dean Wynne commented that an FTE is based on individual's full work week. We need to convey how much time based on typical work week is devoted to the job regardless of who they are paid by. He also commented that we	

	need to adjust any of the people who are less than full time to reflect the effort they give to that task and not use numbers from PeopleSoft. Dr. Basson suggested that the tables be broken down and sent out to everyone for verification.	OMA will follow up with the Dean and Dr. Solberg to determine the next steps.
OMA Webpage Reports Section	Deferred discussion pending approval of the Central Repository Draft by the Executive Committee on October 6, 2021	Add to October 13 Agenda.
Announcements/Next Meeting	October 13, 2021	

Submitted by Sheila Bosh, RN, Accreditation Manager

Approved by Dr. Stephen Tinguely, Chief Accreditation Officer