

I. QEP Database Login: [V1, 00:15]

a. Direct Link

1. Navigate to address:
<https://forms.lenoircc.edu/Forms/QEP/management.php>
2. Use WebAdvisor login credentials to access database

QEP Tracking

Disclosure of information protected by privacy laws is prohibited.
Unauthorized access and/or use of this system is prohibited.

LancerLogin

LancerLogin ID:

Password:

Login

b. Access via LCC intranet [V1, 00:47]

1. Use WebAdvisor login credentials to access database
2. Left-click “sacs” from the left-hand navigation menu
3. Scroll down, if necessary, and left-click “QEP Database” button

BUILDING A FOUNDATION OF UNDERSTANDING

Accreditation by the Commission on Colleges signifies that the institution (1) has a mission appropriate to higher education, (2) has resources, programs, and services sufficient to accomplish and sustain that mission, and (3) maintains clearly specified educational objectives that are consistent with its mission and appropriate to the degrees it offers and that indicate whether it is successful in achieving its stated objectives.

***The Principles of Accreditation: Foundations for Quality Enhancement (2010 edition)*

| | | |
|--------------------------|--------------------------|--------------------------|
| Compliance Certification | General Info about LCC | 5th Year Report |
| On-Site Training | On-Site Committee Roster | Quality Enhancement Plan |
| QEP Database | QEP Training | Reaffirmation Process |
| Reference Room | Teams - Leadership | Timelines |

Definitions

1) Test-group:

Students eligible to receive DMA Supplemental Instruction (SI) intervention, College Achievement Coach (CAC) intervention, or a combination of both CAC and SI interventions (under the criteria outlined by the QEP)

2) Control-group:

Students who **will not** receive SI or CAC interventions (even if they fit the criteria outlined by the QEP). This group has access to traditional methods of academic assistance (Tutoring, counseling services, etc.)

II. Student Record Overview

a. Student Information Block [V2, 00:23]

1. Student Type
 - i. Students are classified as Test or Control subjects
2. Term
 - i. A, B, C, or D. The module term in which the students are enrolled
3. Save Record Button

b. Engage Survey Block: [V2, 01:17]

1. Not Used by Faculty

c. Course Grades Block: [V2, 01:24]

| Course Grades | | | | | | | | | |
|--------------------------|----------------------|----------|----------------------|--------------------|----------------------|---------------|----------------------|--------------|----------------------|
| Whole Number Assessment: | <input type="text"/> | Quiz #1: | <input type="text"/> | Final Exam: | <input type="text"/> | Final Grade: | <input type="text"/> | Remediation: | <input type="text"/> |
| | | Quiz #2: | <input type="text"/> | Final Exam Retest: | <input type="text"/> | Letter Grade: | <input type="text"/> | | |

1. Retrieve appropriate student record
2. Enter the following numerical data throughout the module term:
 - i. Whole Number Assessment (for DMA 010 only)
 - ii. Quiz 1
 - iii. Quiz 2

Notes:

- 1) Any test-group student scoring 80% or above on all of the aforementioned assignments will not trigger DMA SI. See Section II.e.
- 2) Any test-group student scoring below 80% on any of the aforementioned assignments will trigger DMA SI. See Section II.e.

- iv. Final Exam
- v. Final Exam Retest
- vi. Final Grade (student's overall course average, 2 decimal places)

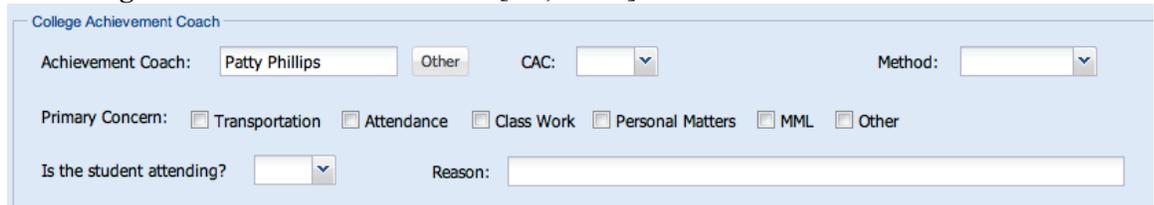
3. Select student's module letter grade from the "Letter Grade" drop-down box at the end of the module term.
 - i. A—student received PA in course module
 - ii. B—student received PB in course module
 - iii. R—student must repeat course module
 - iv. W—student withdrawn from course
 - v. I—student received incomplete in course module

Notes:

- 1) A final exam retest is required if a student scores below 80% on their 1st attempt of the Final Exam. Select "Yes" from Remediation drop-down box if a retest is required. Otherwise, select "No". Save the record.

II. Student Record Overview (cont.)

d. College Achievement Coach Block: [V2, 02:19]



College Achievement Coach

Achievement Coach: CAC: Method:

Primary Concern: Transportation Attendance Class Work Personal Matters MML Other

Is the student attending? Reason:

1. Students Not triggering CAC Referrals: [V4, 01:34]

- i. Select “No” from the “CAC drop-down box
- ii. Save the record

2. Students Triggering CAC Referrals: [V4, 03:54]

- i. Select “Yes” from the “CAC drop-down box
- ii. Enter the method of referral
 - ✓ Self-referral—test-group student requests CAC referral
 - ✓ Faculty referral—test-group student referred to CAC by instructor
- iii. Select the primary concern demonstrated by the student. If “Other” is selected, type a specific category
- iv. Enter a specific reason in the “Reason” field even if an appropriate category exists. This assists CAC preparation strategies for the student
- v. Save the record

Notes:

- 1) The CAC will enter all other fields in this block.
- 2) CAC sessions are available only for test-group students. Counselors and other available services should be utilized for non-test-group students.

e. Supplemental Instruction Block: [V2, 02:52]



Supplemental Instruction

Supplemental Instruction: Referred By: Date Referred: SI Session Time:

Course: Specific problem area:

1. Students Not Triggering DMA SI Referrals: [V4, 00:44]

- i. Select “No” in the “Supplemental Instruction” drop-down box
- ii. Save the record

2. Students Triggering DMA SI Referrals: [V4, 01:51]

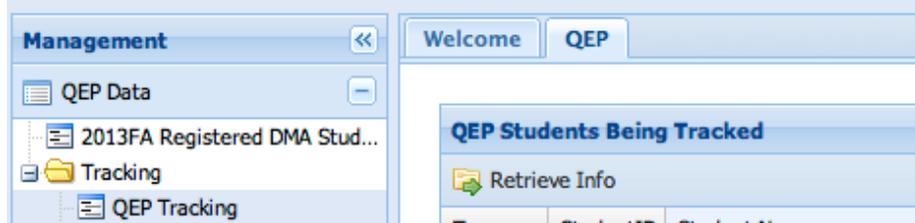
- i. Select “Yes” from “Supplemental Instruction” drop-down box
- ii. Enter course module instructor in “Referred by” field
- iii. Enter referral date in “Date Referred” field
 - ✓ Date may be entered manually as MM/DD/YYYY
 - ✓ Date may be entered by using the calendar button
- iv. Enter session time in “SI Session Time” field (use civilian time)
- v. Enter DMA course and section number in “Course” field
- vi. Enter course module content that is causing difficulty for student in “Specific problem area” field (Be as precise as possible)
- vii. Save the record

Notes:

- 1) The Lead SI or SI tutors will enter all other fields in this block.
- 2) DMA SI is available only for test-group students. Non-test-group students should utilize traditional tutoring sessions.

III. Retrieving a Student Record: [V3, 00:11]

- a. Select “QEP Tracking” from left-hand navigation menu



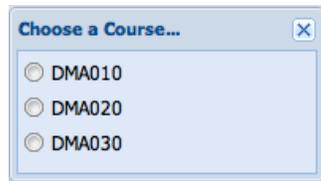
- b. Left-click the appropriate student from list, based on module Term (A, B, C or D). You may use the search field to locate student by name or ID number.
- c. Left-click the “Retrieve Info” button.

IV. Creating a Student Record, [V3, 01:19]

- a. Double-left-click “20YY-- Registered DMA Students” from the left-hand navigation menu

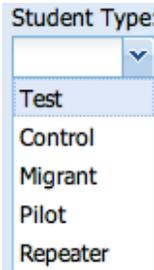


- b. Left-click the appropriate student from list
(You may also use the search field to locate student by name or ID number)
- c. Left-click the “Track” button
- d. Left-click the appropriate radio button corresponding to course module in which student is enrolled

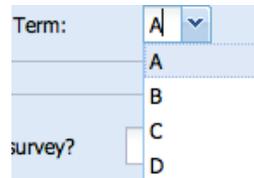


- e. Left-click the “Student Type” drop-down box and select the appropriate category
1. Test—student in test group (student eligible for interventions)
 2. Control—student in control group (student ineligible for interventions)

Note: No other classification should be chosen



- f. Left-click the “Term” drop-down box and select the appropriate course module term
1. A—1st four-week module
 2. B—2nd four-week module
 3. C—3rd four-week module
 4. D—4th four-week module



- g. Save record (click diskette button above “DMA XXX TRACKING”)

V. **Reference Charts**
 a. **Student Information Block**

1. Course Tracking Tab
2. Save Record Button
3. Student Type Drop-down box (select **Test** or **Control** Only)
4. Term Drop-down box
 - i. Enrollment term of course module

Notes:

- 1) All other fields in this block are auto-filled and cannot be edited.

b. **Course Grades Block**

1. Numerical Data Entry (0-100 point scale)
2. Remediation Drop-down box
 - i. Used to identify students who required a final exam retest.
3. Letter Grade
 - i. Students letter grade average for the module

V. Reference Charts (cont.)

c. Supplemental Instruction (SI) block

The screenshot shows the 'Supplemental Instruction' form. It includes a 'Supplemental Instruction' dropdown menu (1), a 'Referred By' text field (2), a 'Date Referred' date picker (3), and an 'SI Session Time' text field (4). Below these are a 'Course' text field (5) and a 'Specific problem area' text field (6). A calendar for January 2014 is visible, with the 6th of the month highlighted.

1. Referral Drop-down box
 - i. Indicates whether or not student triggered DMA SI referral
2. Instructor referring student to SI
3. Date student was referred
4. Time DMA SI session will take place
5. Course Module and Section
6. Specific problem area to be addressed for initial DMA SI session

Notes:

- 1) All fields shown above are required.

d. College Achievement Coach (CAC) Block

The screenshot shows the 'College Achievement Coach' form. It includes an 'Achievement Coach' text field (Patty Phillips) and an 'Other' button, a 'CAC' dropdown menu (1), and a 'Method' dropdown menu (2) with options: Self-referral, Faculty referral, and Engage survey. Below these are 'Primary Concern' checkboxes (3) for Transportation, Attendance, Class Work, Personal Matters, MML, and Other (checked), and a 'Reason' text field (4).

1. CAC Drop-down box
 - i. Indicates whether or not student triggered CAC referral
2. Method Drop-down box
 - i. Indicates method of CAC referral
 - ii. Engage survey will be selected by CAC, if necessary
3. Primary Concern
 - i. Most common reasons for CAC referral. Select other if category is not listed
4. Reason
 - i. Reason for CAC referral.
 - ii. Be as specific as possible. Do not enter only a primary concern.

Notes:

- 1) All fields shown above are required.

VI. Email Example for SI Trigger

To the student:

Student J:

Based on your most recent quiz score in **DMA-010WB07A**, your instructor **DMA Module Instructor** has referred you to attend Supplemental Instruction (SI) sessions. SI meets every afternoon at **2:00 pm**. You are urged to attend as much as possible in order to improve your success in this course.

LCC's Learning Assistance Program

To Lisa Shaw:

The following student has been referred to the tutoring lab by a faculty member. Please review the student's information.

| | |
|-------------------|--|
| Referred Date: | 11/14/2013 |
| Student Name: | Student J |
| Student ID: | 1234567 |
| Phone Number: | 123-456-7890 |
| Academic Program: | A0070M |
| Student Email: | studentj@lancers.lenoircc.edu |
| Course: | DMA-010WB07A |
| Specific Problem: | This student need help with fractions |
| Referred By: | DMA Module Instructor |

I, **DMA Module Instructor**, refer **Student J** to Supplemental Instruction sessions for remediation.

The instructor of this course has flagged this student for remediation in the QEP database which automatically generated this email. It is **DMA Module Instructor's** intention to request remediation for **Student J**.

VII. Email Example for CAC Trigger

The following student has been referred to you by a faculty member. Access the DMA tracking application to review the student's information.

Student Name: Student M

Student ID: 7654321

Course: DMA-020WB07B

Faculty Name: DMA Module Instructor

VIII. Quick Check

a. When retrieving a student record, did you:

- ✓ Verify student in correct module?
- ✓ Verify student in correct term?

b. When creating a student record, did you:

- ✓ Enter correct class and section?
- ✓ Enter correct student type?
- ✓ Enter correct module term?

c. When entering data in student record, did you:

1. Enter all course grade data?
 - ✓ Whole Number Assessment (DMA 010 only)
 - ✓ Quiz 1
 - ✓ Quiz 2
 - ✓ Final Exam
 - ✓ Remediation
 - ✓ Final Exam Retest
 - ✓ Final Grade (numerical to two decimal places)
 - ✓ Letter Grade
2. Enter appropriate CAC data?
 - i. No CAC Trigger
 - ✓ Select “No” in CAC field
 - ii. CAC Trigger
 - ✓ Select “Yes” in CAC field
 - ✓ Course module and section number
 - ✓ Method of referral
 - ✓ Primary Reason for referral
 - ✓ Reason for referral
3. Enter appropriate SI data?
 - i. No SI Trigger
 - ✓ Select “No” in Supplemental Instruction field
 - ii. SI Trigger
 - ✓ Select “Yes” in Supplemental Instruction field
 - ✓ Referred by field
 - ✓ Date Referred
 - ✓ SI Session Time
 - ✓ Course module and section number
 - ✓ Specific problem area