

**Minutes – Meeting 37**  
**QEP Implementation Committee**  
**Vernon College**

October 29, 2012 ▪ 12:00 PM ▪ VER RM 204, CCC RM 712

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 12:04 PM.

- Members Present:

Brandi Brannon	Director of Student Relations
Karen Gragg	Division Chair – Math & Science
Marian Grona	Director of Library Services
Roxie Hill	Instructional Design & Technology Coordinator
Kathy Peterson	Lead Interpreter
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant
Shana Munson	Associate Dean of Instructional Services
Jason Scheller	History Instructor
Angela Walker	PASS Center Coordinator
Michelle Wood	Director of Continuing Education

- Not Present:

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Betsy Harkey	Director of Institutional Effectiveness
Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology

▪ **Approval of Minutes**

- Shana Munson moved to accept the September 24, 2012 minutes. Roxie Hill seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman reviewed the 2011-12 QEP Annual Action Plan summary with the Committee. The Committee was reminded that pilot applications for the 2013-14 academic year are due November 14<sup>th</sup>. Also, the VC Foundation proposal submitted by Mrs. Lehman was accepted. The proposal will provide educational video production setups for both the Vernon campus and Century City Center.
- Instructional Design & Technology Coordinator: Roxie Hill informed the Committee that Helix media server and Blackboard course management training is scheduled for December 7-14. An iPad training and sharing session is also going to be offered in December or January.

▪ **QEP Evaluation Cycle**

- VConnected Team Update: mid-year reports are due by November 30<sup>th</sup> to receive a check before the break.

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- Assessment
  - Criquett Lehman reviewed the QEP Annual Progress Report. Marian Grona moved to accept the report as presented. Jason Scheller seconded, motion was approved.
  - Criquett Lehman conducted a CCSSE Review for the Student Success by the Numbers (SSBTN) team on November 1, 2012.
- Professional Development
  - Roxie Hill gave a Fall semester update –SIR II trainings have begun, 4 of 7 weeks have been completed. These trainings will be repeated December 3-7. The Professional Development Committee is meeting November 15<sup>th</sup> – an update will be given during the next meeting.
- **Updates/Reminders**
  - Next Meeting Date – Monday, November 26, 2012
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 12:24 PM.