

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 14th. 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 30th 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 15th – 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.