

Minutes – Meeting 38
QEP Implementation Committee
Vernon College

November 26, 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:

Marian Grona	Director of Library Services
Betsy Harkey	Director of Institutional Effectiveness
Dr. Gary Don Harkey	Dean of Instructional Services
Roxie Hill	Instructional Design & Technology Coordinator
Kathy Peterson	Lead Interpreter
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant
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
Brandi Brannon	Director of Student Relations
Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Shana Munson	Associate Dean of Instructional Services

▪ **Approval of Minutes**

- Stacy Lallmann moved to accept the October 29, 2012 minutes. Roxie Hill seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman reported that the QEP Annual Progress Report was reviewed with the Board of Trustees on November 14, 2012. A call for proposals for Spring faculty development was emailed to all faculty. Criquett Lehman, Betsy Harkey, Gary Don Harkey, Bettye Hutchins, and Dr. Johnston will attend the SACSCOC Annual Meetings December 7-11 in Dallas, TX.
- Instructional Design & Technology Coordinator: Roxie Hill informed the Committee that the VCIC December training schedule was emailed and posted online. Sessions include the understanding the SIR II data and uploading instructional videos to the Helix media server.

▪ **QEP Evaluation Cycle**

- VConnected Team Update: 2 of the 3 mid-year reports have been received. Other past pilots with additional assessment reporting requirements will present an update during the Spring 2013 semester.

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- Assessment
 - 2013-14 Pilot Project Applications were reviewed along with the corresponding Rubric-Application. There was committee discussion followed by a call for a vote on each application.
 - Stacy Lallmann moved to accept Brad Beauchamp's project application. Michelle Wood seconded, motion was approved.
 - Joe Johnston moved to accept Misti Brock's project application. Jason Scheller seconded, motion was approved.
 - Michelle Wood moved to accept Jason Scheller's project application. Joe Johnston seconded, motion was approved.
 - Stacy Lallmann moved to accept Jane Robinson's project application. Roxie Hill seconded, motion was approved (Note: 7 for, 1 opposed).

- **Updates/Reminders**
 - Next Meeting Date – January 28, 2013 (tentative)

- **Adjournment**
 - Criquett Lehman adjourned the meeting at 1:00 PM.