

Minutes – Meeting 39
QEP Implementation Committee
Vernon College

February 15, 2013 ▪ 11:00 AM ▪ 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 11:04 PM.

- Members Present:

Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
Marian Grona	Director of Library Services
Betsy Harkey	Director of Institutional Effectiveness
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
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
Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Angela Walker	PASS Center Coordinator

▪ **Approval of Minutes**

- Roxie Hill moved to accept the November 26, 2012 minutes. Marian Grona seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman reported that approval has been given to order iPad video equipment through the VC Foundation grant. An iPad inventory has been started and will be shared once complete. A question arose regarding a purchasing agent for iPads. This issue will be discussed in the next Technology Committee meeting.
- Instructional Design & Technology Coordinator: Roxie Hill informed the Committee that she and Criquett Lehman have been participating in a Blackboard Collaborate Cohort 6 week web series. She reported some differences in Collaborate and Wimba. The goal for full implementation is the Summer 2013 semester beginning with those instructors who currently use the technology.

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- **QEP Evaluation Cycle**
 - VConnected Team Update
 - Active Pilot Project Recommendations – details on these projects can be found under M36 9-24-12 in Blackboard. Each active pilot will submit an end-of-year report. A second feasibility rubric will be completed, reviewed, and voted on by the committee following submission.
 - 2012-13 Pilots – Marian Grona and Jason Scheller presented their QEP projects as a breakout session during the all staff development day in January. Kathy Peterson has received Camtasia training to create videos using the powerpoint presentations she created in the Fall.
 - Assessment
 - The Community College Survey of Student Engagement (CCSSE) and the Community College Faculty Survey of Student Engagement (CCFSSE) will be administered in April 2013.
 - The 2013-14 QEP Annual Plan was reviewed by Criquett Lehman who highlighted changes in the professional development plan and oversight of the Quality Enhancement Resource Inventory (QERI).
 - Professional Development
 - iPads in the Classroom – several Apple TV’s have been installed in the classrooms at CCC. Currently each department is responsible for purchasing this technology if needed.
 - An iPad User Group has been started. Updates are emailed to the group and will be posted in Blackboard under the VC Innovation course.
- **Updates/Reminders**
 - Future Meeting Dates
 - April 5, 2013 @ 11:00 AM
 - May 3, 2013 @ 11:00 AM
 - NISOD Conference
 - May 26-29, 2013
 - Austin, TX
- **Adjournment**
 - Criquett Lehman adjourned the meeting at 11:25 PM.