

**Minutes – Meeting 33**  
**QEP Implementation Committee**  
**Vernon College**

April 23, 2012 ▪ 12:00 PM ▪ VER RM 204, CCC RM 300

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 12:05 PM.

- Members Present:

Brandi Brannon	Director of Student Relations
Greg Fowler	Division Chair- Behavioral & Social Sciences
Marian Grona	Director of Library Services
Dr. Gary Don Harkey	Dean of Instructional Services
Roxie Hill	Instructional Design & Technology Coordinator
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant
Deana Lehman	Director of Special Services
Shana Munson	Associate Dean of Instructional Services
Angela Walker	PASS Center Coordinator
Richard Warren	Computer Information Science/Networking Instructor

- Not Present:

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Katrina Brasuell	Pharmacy Technology Instructor
Melissa Elliott	Director of Financial Aid
Karen Gragg	Division Chair – Math & Science
Betsy Harkey	Director of Institutional Effectiveness
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Kathy Peterson	Lead Interpreter
Jason Scheller	History Instructor
Michelle Wood	Director of Continuing Education

▪ **Approval of Minutes**

- Marian Grona moved to accept the February 27, 2012 minutes. Roxie Hill seconded, motion was approved.
- March 26, 2012 Electronic Meeting notes were reviewed.

▪ **General Business Reports**

- QEP Director: Criquett Lehman informed the committee that feasibility reviews for the 10-11 and 11-12 pilots will be conducted in July once all end-of-year reports have been submitted.
- Instructional Design & Technology Coordinator noted that Run-Biz was still troubleshooting issues with the Helix media server. A summer training schedule will be emailed to all faculty and staff this month.

▪ **QEP Evaluation Cycle**

- VConnected Team Update
  - Brandi Brannon – 8 video testimonials regarding services for students were created. One group of New Student Orientation (NSO) students viewed the testimonials and was subsequently asked to complete a questionnaire. A control group who had not viewed the testimonials was also asked to complete the questionnaire. Although both groups

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consistently identified certain services, the results highlighted those services in which students were not as familiar. The same groups will be tracked at 6 months and again at one year.

- Angela Walker – Blackboard reported 276 instances of students visiting the online tutoring service course (both Accounting and Mathematics). The service was promoted via the instructor and in-class visits from the PASS Center. Survey results are being compiled.
- Michelle Wood – the Certified Nursing Aid program successfully piloted clickers for the certification review prior to testing. At the time of this report, the pass rate had increased by 6 percentage points. This, combined with instructor and student feedback, led to the conclusion that the use of clickers had in fact increased student learning.
- Assessment
  - The 2011 SENSE Benchmarks scores were reviewed with the Committee including examples of the questions that made up those scores. The full benchmark report can be viewed in the Quality Enhancement Blackboard course.
  - Criquett Lehman presented the CCSSE Student Feedback to administration during a President’s Team meeting. Dr. Johnston asked each component to ensure each concern/suggestion was addressed.
- Professional Development Update
  - Criquett Lehman gave an update on the Professional Development Committee meeting. The Committee is charged with recommending an in-house program to be presented to Administration. The program will incorporate VCIC trainings, the QERI and the QEP Pilot Mentor Program. Criquett encouraged the group to provide suggestions and she would take them to the Committee.
- **Updates/Reminders**
  - Future Meeting Date
    - May – Electronic
  - NISOD Convention, Austin, TX
    - May 27–30, 2012
    - Attendees: Criquett Lehman, Roxie Hill, Marian Grona, Kathy Peterson, Jason Scheller, Debbie Richard
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 12:33 PM.