Minutes – Meeting 36
QEP Implementation Committee
Vernon College

September 24, 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 12:03 PM.

  - Members Present:

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
Dr. Gary Don Harkey	Dean of Instructional Services
Roxie Hill	Instructional Design & Technology Coordinator
Kathy Peterson	Lead Interpreter
Joe Johnston	Division Chair- Communications
Shana Munson	Associate Dean of Instructional Services
Jason Scheller	History Instructor
Angela Walker	PASS Center Coordinator

  - 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
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Stacy Lallmann	Student Billing Accountant
Michelle Wood	Director of Continuing Education

- **Approval of Minutes**
  - Shana Munson moved to accept the April 23, 2012 minutes. Roxie Hill seconded, motion was approved.
  - June 28, 2012 and July 30, 2012 Electronic Meeting notes were reviewed.

- **General Business Reports**
  - QEP Director: Criquett Lehman informed the committee that new resources have been added to the VCIC course in Blackboard (Prezi, VoiceThread, Polleverywhere, VC Effectiveness Questionnaire). Chaparral TV has been uploaded to the new Helix media server. On behalf of the Committee, it was recommended to the Dean of Instruction that the existing Wimba license be upgraded to the Blackboard Collaborate platform.
  - Instructional Design & Technology Coordinator noted that the newest version of SoftChalk is now available; however, it is now offered through SoftChalk Cloud. All instructors will be given access to the CCC VCIC in order to have access to Respondus for uploading exam questions.

- **QEP Evaluation Cycle**
  - Criquett Lehman reviewed the 2012-13 Committee Membership and 2011-12 Committee Attendance.
  - VConnected Team Update
    · Marian Grona has completed her tutorial using Adobe Captivate. She is in the process of collaborating with an instructor to test in the classroom.

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- · Kathy Peterson has drafted 20+ story boards for her project tutorials. She has been working closely with the English department.
- · Jason Scheller has created his WWII Footlocker project in SoftChalk. He is currently planning his assessments for the Spring semester.
- – Assessment
  - · Final Project Feasibility Recommendations were presented for Angela Walker, Richard Warren and Michelle Wood (clickers). Shana Munson moved to accept the recommendations. Marian Grona seconded, motion was approved.
  - · Active Project Feasibility Recommendations were reviewed for Brandi Brannon, Stacy Lallmann, Michelle Alexander, Katrina Brasuell, Melissa Elliott (CATV), Deana Lehman, and Michelle Wood (videos). Greg Fowler moved to accept the recommendations. Shana Munson seconded, motion was approved.
- – Professional Development Update
  - · Criquett Lehman reviewed the QERI Survey Results and has made the data available in Blackboard.

- ▪ **Updates/Reminders**
  - – Fall Meeting Dates – 12:00 PM, VER 204 & CCC 712
    - · Monday, October 29, 2012
    - · Monday, November 26, 2012
  - – The Committee was encouraged to recruit new pilot participants for the 2013-2014 academic year. Applications are due Wednesday, November 14, 2012.

- ▪ **Adjournment**
  - – Criquett Lehman adjourned the meeting at 12:35 PM.