

# Minutes – Meeting 4 QEP Planning Committee Vernon College

January 23, 2015 ▪ 10:00 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 10:02 AM.

Position	Member	Present	Not Present
Director of Quality Enhancement	Criquett Lehman, Chair	X	
Director of College Effectiveness	Betsy Harkey	X	
Dean of Instructional Services	Dr. Gary Don Harkey	X	
Associate Dean of Instructional Services	Shana Munson		X
Division Chair: Behavioral & Social Sciences	Greg Fowler	X	
Division Chair: Math & Science	Dr. Karen Gragg	X	
Division Chair: Information & Technology	Mark Holcomb		X
Division Chair: Communications	Joe Johnston	X	
Instructional Design & Technology Coordinator	Roxie Hill		X
Faculty Senate President/History Instructor	Dr. Adrien Ivan	X	
Faculty Senate Vice President/Speech Instructor	Dr. Donnie Kirk		X
Dean of Administrative Services or Designee	Stacy Lallmann	X	
Dean of Admissions and Financial Aid/Registrar or Designee	Joe Hite	X	
Dean of Student Services or Designee	John Hardin (Kristin Harris)	X	
Student Focus Group (as needed)			N/A

▪ **Approval of Minutes**

- Meeting 3: November 14, 2014 (Table until next meeting)

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
  - SACSCOC 5<sup>th</sup> Year Report Response Letter was reviewed with the Committee. The QEP Impact Report was approved.
  - An update on the sessions attended at the SACSCOC Annual Meeting was given. Three excerpts from session presentations were shared.
  - NISOD opportunities will be reviewed with the President and discussed further in the next meeting.

▪ **Planning**

- The updated timeline was reviewed.
- Topic Selection Process
  - A Topic Identification Survey was given to all faculty and staff who attended Spring Kickoff meetings. The results were shared and discussed thoroughly. The importance of focusing on student learning was stressed and will remain at the forefront moving forward.
  - QEP Collaboration Sessions will be offered beginning in February. Results from the Topic Identification Survey will be made available to faculty and staff at this time.
  - The process for providing opportunities for input to institutional constituents: students, board, community was discussed.

**Minutes – Meeting 4**  
**QEP Planning Committee**  
**Vernon College**

- Communication
  - President's Team Meetings
  - President's Monthly Update
  - Spring Kickoff- Staff Open Forum (Jan 13, 2015)
  - Faculty Meeting (Jan 16, 2015)
  
- **Updates/Reminders**
  - Spring Meeting Dates
    - February 13 @ 10 AM; V204/CC712
    - March 6 @ 9 AM; V204/CC712
    - April 10 @9 AM; V204/CC712
    - May 1 @ 11 PM; V423/CC717
  
- **Adjournment**
  - The meeting was adjourned at 10:48 AM.