

Minutes – Meeting 2 QEP Planning Committee Vernon College

October 24, 2014 ▪ 11:00 AM ▪ VER RM 423, CCC RM 717

▪ Call Meeting to Order

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 11:03 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

- Stacy Lallmann moved to accept the September 26, 2014 minutes. Shana Munson seconded, motion was approved.

▪ General Business Reports

- Director of Quality Enhancement (Chair) – no report at this time.

▪ Planning

- A Timeline of QEP planning activities was shared and discussed with the Committee. Activities will be added as the planning progresses.
- QEP Resources – the Committee was asked to familiarize themselves with those QEP's recently accepted by SACSCOC. Examples were given and discussed.
 - [www.sacscoc.org/ Institutional Resources/ Quality Enhancement Plans: Lists and Summaries Since 2004](http://www.sacscoc.org/InstitutionalResources/QualityEnhancementPlans:ListsandSummariesSince2004)
 - [Summaries of Quality Enhancement Plans from 2014 Track A Reaffirmation Class](#)
- The following Assessment Resources were discussed including the location of the information. These may be used in the selection and assessment of potential projects.
 - [Assessment Activity and Report Calendar & Assessment Data](#)
 - [Key Performance Indicators of Accountability \(KPIAs\)](#)
 - [Student Instructional Report \(SIR II\)](#)
 - Student Engagement Surveys ([CCSSE](#), [SENSE](#))
 - End of Semester Course Review (ESCR) – (Exhibit C)

Minutes – Meeting 2
QEP Planning Committee
Vernon College

- Communication will be logged on the agendas. Criquett will communicate the progress of the Committee and QEP in the weekly President's Team Meetings.

- **Updates/Reminders**
 - Fall Meeting Dates
 - Friday, November 14 @ 11:00 AM (VER 204/CCC 712)

- **Adjournment**
 - The meeting was adjourned at 11:27 AM.