

Minutes – Meeting 3 QEP Planning Committee Vernon College

November 14, 2014 ▪ 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 11:01 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 October 24, 2014 minutes. Shana Munson seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
 - The responsibility for gathering communication forms for the Assessment and Report Calendar has moved to the Director of QE. This will allow the Committee to be informed of and have access to ongoing college wide assessments.
 - The Community College Survey of Student Engagement (CCSSE) will be administered in the Spring semester. The Director of QE has attended a webinar to receive updates on the process.
 - The Director of QE will be attending the SACSCOC Annual Meeting in Nashville and will report back any relevant information pertaining to the QEP.

▪ **Planning**

- The updated timeline of QEP planning activities was shared and discussed with the Committee. Activities continue to be added as planning progresses.
- Topic Selection Process – once the Director of QE has attended the QEP planning sessions at the SACSCOC Annual Meeting, a draft will be presented to the Committee.
- Communication
 - President’s Team Meetings
 - President’s Monthly Update

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- **Updates/Reminders**
 - 2014 SACSCOC Annual Meeting Dec 5 – 9
 - Spring Meeting Dates TBD

- **Adjournment**
 - The meeting was adjourned at 11:28 AM.