

# Minutes – Meeting 4

## QEP Development Task Force

### Vernon College

March 4, 2016 ▪ 9:00 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 9:05 AM.

Position	Member	Present	Not Present
Director of Quality Enhancement	Criquett Lehman, Chair	✓	
Instructional Design & Technology Coordinator	Roxie Hill	✓	
Division Chair: Information & Technology	Mark Holcomb		✓
Instructor – Education	Teresa Wallace	✓	
Instructor – English & Read/Write	Misti Brock	✓	
Instructor – Government	Daniel Lowe	✓	
Instructor – Mathematics	Brad Beauchamp	✓	
Instructor – Speech	Donnie Kirk	✓	
Director of Institutional Advancement	Michelle Alexander	✓	
Director of Continuing Education	Christina Feldman		✓
Counselor	Jackie Polk		✓
Early College Start Coordinator	Melissa Moore		✓
New Beginnings Coordinator	Jane Robinson		✓
Library Services Associate	Debra Henrion		✓
Student Support Specialist	Sjohonton Fanner		✓
Tutoring Center Coordinator	Amber Hunsaker	✓	
Student Representative(s)			✓
	Joe Johnston	✓	

#### ▪ **Approval of Minutes**

- Michelle Alexander moved to accept the December 4, 2015 minutes. Daniel Lowe seconded, motion was approved.

#### ▪ **General Business Reports**

- Director of Quality Enhancement (Chair) – details found in the College Effectiveness and Student Success by the Numbers Committee Update 2/26/16 (Exhibit B)
- Division Chair: Communications (Joe Johnston) – has been in contact with Xavier University of Louisiana New Orleans who is currently preparing their 5<sup>th</sup> year impact report and Seminole State College of Florida who is in their 3<sup>rd</sup> year of implementation. Their input on what they would do different if given the opportunity will be valuable (also reading QEPs).

#### ▪ **Planning**

- The following individuals are responsible for SACSCOC criteria CR 2.12 & CS 3.3.2 – Joe Johnston (primary writer), Misti Brock, Criquett Lehman
- Moving forward this semester the following subgroups will be working on different pieces of the QEP:
  - Reading Strategies – Faculty, Students
  - Student Support - Student Success Pathway TF/Staff
  - Data – Joe Johnston, Criquett Lehman, Betsy Harkey, Ivy Harris, Brad Beauchamp

#### ▪ **Updates/Reminders**

- Subgroups meet as needed prior to April 15
- April 15, 2016 at 10:00 AM – include QEP Oversight Committee?
- July 17-20, 2016 Institute on Quality Enhancement and Accreditation, Grapevine, TX

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- **Adjournment**
  - The meeting was adjourned at 9:51 AM.