

Minutes – Meeting 5
QEP Development Task Force/QEP Planning Committee (M8)
Vernon College

April 22, 2016 ▪ 9:00 AM ▪ VER RM 204, CCC RM 712

▪ **Call Meeting to Order**

QEP Development Task Force

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

*Member of SSP Task Force

QEP Planning Committee

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 Drury	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	Bettye Hutchins		X
Faculty Senate Vice President/Speech Instructor	Jason Scheller	X	
Dean of Administrative Services or Designee	Mindi Flynn	X	
Dean of Admissions and Financial Aid/Registrar or Designee	Joe Hite	X	
Dean of Student Services or Designee	Jim Nordone Kristin Harris	X X	
Student Focus Group (as needed)			N/A

▪ **Approval of Minutes**

- Michelle Alexander moved to accept the March 4, 2016 minutes. Daniel Lowe seconded, motion was approved.

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▪ **General Business Reports**

- Director of Quality Enhancement (Chair) – reviewed the details found in the College Effectiveness and Student Success by the Numbers Committee Update 4/1/16 (Exhibit B); SACSCOC Institute on Quality Enhancement and Accreditation attendees are Katrina Brausell, Bettye Hutchins, Joe Johnston, Criquett Lehman, and Chris Smith.

▪ **Planning**

- The following individuals are responsible for SACSCOC criteria CR 2.12 & CS 3.3.2 – Joe Johnston (primary writer), Misti Brock, and Criquett Lehman.
- Subgroups have been meeting to focus on reading strategies, student support, and data. They will meet during the summer as needed.
 - Reading Strategies - Brad Beauchamp, Katrina Brausell, Roxie Hill, Donnie Kirk, Joe Johnston, Teresa Wallace; *Criquett Lehman; **Misti Brock, Mark Holcomb, Daniel Lowe, Chris Smith; provided a draft of the @VCReads Implementation Strategy document and reviewed with the group; the subgroup is also conducting faculty interviews using the @VCReads Faculty Questionnaire.
 - Student Support - Attended the Student Success Pathway Task Force meeting on April 8, 2016; Teresa Wallace presented information on the Learning Frameworks Course
 - Data - Brad Beauchamp, Betsy Harkey, Ivy Harris, Joe Johnston, Criquett Lehman; Evaluation Plan to include Data Elements, Data Collection Procedures, Analysis Procedures, Primary Stakeholders, and Possible Results.
- Betsy Harkey provided a review of the SACSCOC timeline.

▪ **Updates/Reminders**

- July 17-20, 2016 Institute on Quality Enhancement and Accreditation, Grapevine, TX

▪ **Adjournment**

- The meeting was adjourned at 9:31 AM.