

Minutes – Meeting 2 QEP Development Task Force Vernon College

October 2, 2015 ▪ 3:00 PM ▪ CCC RM 507

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 3:04 PM.

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	Thomas McNeely	✓	
Instructor – English & Read/Write	Misti Brock		✓
Instructor – Government	Daniel Lowe	✓	
Instructor – Mathematics	Brad Beauchamp	✓	
Instructor – Music	Donald Bruns		✓
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)	Blaire Wilkinson		✓

▪ **Approval of Minutes**

- Michelle Alexander moved to accept the September 11, 2015 minutes. Donnie Kirk seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair) – the purpose of the first homework assignment was reviewed. There are several task force members who are new to the QEP process and this assignment provided the opportunity to review current QEP’s as well as provide individual and group input. The importance of data based decision making was emphasized.

▪ **Planning**

- The meeting was conducted in person and groups were charged with discussing the submitted Logic Models from Homework #1. There was much discussion on how to narrow the focus and who may be our target student audience. The task force will determine the target audience next meeting.
- Homework #2 - Begin gathering information for the required Literature Review
 - Institutional Data: CCSSE/SENSE, KPIA’s, SIRII, TSI, Developmental, Demographics
 - Research/Data: Mindset – Success – Reading; connections between mindsets and success...and reading as a strategy in that success
 - Research/Data: Instructional Strategies; what strategies have been proven successful in the area of reading
 - Research/Data: Reading Challenges/Setbacks

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- **Updates/Reminders**
 - Fall Meeting Dates
 - November 13 @ 11:00 AM

- **Adjournment**
 - The meeting was adjourned at 4:04 PM.