

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 5th year impact report and Seminole State College of Florida who is in their 3rd 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.