

# Minutes – Meeting 1

## QEP Development Task Force

### Vernon College

September 11, 2015 ▪ 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 11:02 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	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**

- N/A first meeting

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
  - Charge: Write the Quality Enhancement Plan by completing sections of the QEP Logic Model. This process will include defining Outcomes (objectives, resources and activities) and the Process (assessment/outputs and learning outcomes/project impact).
  - Reminder discussion: the QEP must be a college wide project with both faculty and student support services involved; activities cannot be implemented until Fall 2019.

▪ **Planning**

- The QEP Logic Model was reviewed, although approved by the QEP Planning Committee in 2014-15, it will remain in draft form until we have determined it is effective.
- The SACSOC criteria pertaining to the Quality Enhancement Plan were reviewed.
- The following resources are posted in Blackboard:
  - Executive Summaries SACSCOC
  - Current Reading SLO's
  - Collaboration Session Summary
  - Data – CCSSE, etc. (Coming Soon!)

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- Group “Homework”
  - The task force was broken into four groups and assigned 3 SACSCOC institution executive summaries to review. A QEP Logic Model should be started and outlined for all activities the group would like to mirror at VC.
- **Updates/Reminders**
  - Fall Meeting Dates
    - October 2 @ 11:00 AM
    - November 13 @ 11:00 AM
    - A face-to-face meeting will be scheduled between the October and November meetings for more in depth discussion.
- **Adjournment**
  - The meeting was adjourned at 11:25 AM.