

Minutes – Meeting 8

QEP Development Task Force & QEP Planning Committee (M9)

Vernon College

December 9, 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 9:04 AM.

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: Communications	Joe Johnston	X	
Division Chair: Information & Technology	Mark Holcomb	X	
Instructor – Education	Teresa Wallace ⁺		X
Instructor – English & Read/Write	Misti Brock		X
Instructor - Machining	Chris Smith		X
Instructor – Mathematics	Brad Beauchamp	X	
Instructor – Pharmacy Technician	Katrina Brasuell	X	
Instructor – Sociology	Marissa Underhill	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	
Student Representative(s)			

*Member of SSP Task Force

⁺Member of Integrated Marketing and Recruiting Committee

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: Mathematics & Science	Paula Whitman	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/History Instructor	Jason Scheller	X	
Dean of Administrative Services or Designee	Garry David	X	
Dean of Admissions and Financial Aid/Registrar or Designee	Joe Hite	X	
Dean of Student Services or Designee	Jim Nordone	X	

President's Team

Position	Member	Present	Not Present
President	Dr. Dusty Johnston		X

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Dean of Admissions and Financial Aid/Registrar	Joe Hite	X	
Dean of Administrative Services	Garry David	X	
Dean of Instructional Services	Dr. Gary Don Harkey	X	
Associate Dean of Instructional Services	Shana Drury	X	
Dean of Student Services	Jim Nordone	X	
Associate Dean of Student Services	Kristin Harris		X
Director of Institutional Advancement	Michelle Alexander	X	
Director of Human Resources	Haven David		X
Director of College Effectiveness	Betsy Harkey	X	
Director of Quality Enhancement	Criquett Lehman	X	
Institutional Support Specialist	Jim Binion		X
ERP/SIS Coordinator	Ivy Harris	X	
Coordinator of Marketing and Community Relations	Holly Scheller		X

Instructional Services – Division Chairs, Directors and Coordinators

Position	Member	Present	Not Present
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: Mathematics & Science	Paula Whitman	X	
Division Chair: Information & Technology	Mark Holcomb	X	
Division Chair: Communications	Joe Johnston	X	
Associate Degree Nursing Director	Mary Rivard	X	
Licensed Vocational Nursing Director	Sherrie Denham	X	
Cosmetology Director	Diana Shipley		X
Surgical Technology Coordinator	Jeff Feix		X
Pharmacy Technology Coordinator	Katrina Brasuell	X	
Emergency Medical Services Coordinator	Paul Vogt		X
Health Information Management Coordinator	Ruth Rascon		X
Director of PASS Department	Deana Lehman	X	
Director of Library Services	Marian Grona	X	
Director of Continuing Education	Christina Feldman	X	
Early College Start Coordinator	Melissa Moore	X	

- **Approval of Minutes**
 - Meeting 7: October 21, 2016 (Tabled to next meeting)
- **General Business Reports**
 - Director of Quality Enhancement (Chair)
- **Planning**
 - Overview of the Vernon College QEP (Quality Enhancement Plan)
 - Criquett Lehman, Brad Beauchamp, Joe Johnston outlined the QEP as detailed in Exhibit A. As a review, collaboration sessions led to topics of reading, critical thinking and personal responsibility. Interviews with faculty indicated a need for refinement of these topics: Information Literacy (reading), Critical Thinking and Personal Responsibility (Motivation/Relevance). Planning Sessions focused on Inquiry Based Learning (IBL) as a means to target these topics.

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- QEP Goals: Developing and assisting faculty in adopting best practice IBL strategies. Creation of a structure that aids in identifying and aiding student achievement. Increasing student attainment/learning through the use of IBL.
 - QEP Student Learning Outcomes: Formulate a clear question, thesis, problem statement or hypothesis. Collect information/data or identify appropriate process. Evaluate and analyze information to address the question, thesis or statement. Present findings in a discipline specific way.
 - QEP Name: @VCInquires; Note: logos submitted will be edited to reflect the update.
- **Updates/Reminders**
 - Spring Semester Meetings - TBD
- **Adjournment**
 - The meeting was adjourned at 9:56 AM.