

# Minutes – Meeting 7

## QEP Development Task Force

### Vernon College

October 21, 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 9:02 AM.

**QEP Development Task Force**

Position	Member	Present	Not Present
Director of Quality Enhancement	Criquett Lehman, Chair <sup>+</sup>	X	
Instructional Design & Technology Coordinator	Roxie Hill <sup>*</sup>	X	
Division Chair: Communications	Joe Johnston	X	
Division Chair: Information & Technology	Mark Holcomb		X
Instructor – Education	Teresa Wallace <sup>+</sup>		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 <sup>+</sup>		X
Director of Institutional Advancement	Michelle Alexander <sup>**</sup>		X
Director of Continuing Education	Christina Feldman <sup>+</sup>	X	
Counselor	Jackie Polk <sup>*</sup>		X
Early College Start Coordinator	Melissa Moore <sup>**</sup>	X	
New Beginnings Coordinator	Jane Robinson	X	
Library Services Associate	Debra Henrion	X	
Student Support Specialist	Sjohonton Fanner <sup>**</sup>	X	
Tutoring Center Coordinator	Amber Hunsaker <sup>*</sup>		X
Student Representative(s)	Emily Dodson (2 <sup>nd</sup> year)	X	
Guest – Coordinator of Marketing and Community Relations	Holly Scheller	X	

<sup>\*</sup>Member of SSP Task Force

<sup>+</sup>Member of Integrated Marketing and Recruiting Committee

▪ **Approval of Minutes**

- Jane Robinson moved to accept the September 23, 2016 minutes. Melissa Moore seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair) - reviewed the details found in the College Effectiveness and Student Success by the Numbers Committee Update 10/21/16 (Exhibit B)
  - QEP Marketing Update – an overview was given from the QEP Working Group (Exhibit C) meeting and the details of the QEP Logo Contest (Exhibit D) were reviewed for input. The next marketing meeting will occur in the Spring 2017 semester.

▪ **Planning**

- Criquett Lehman gave an overview of strategy 1 of @VCReads: Increase Vernon College students’ reading capability and reading goal orientation.
  - In the classroom (Instruction)
    - Metacognitive reading strategies will be used to assist students in completing existing assignments and make connections; QEP SLO’s (student learning outcomes) will map to Course SLO’s and will be the same in all courses. The classroom assessment will assess the existing

# **Minutes – Meeting 7**

## **QEP Development Task Force**

### **Vernon College**

assignment which is the same per discipline or course. The QEP SLO's are currently being drafted.

- Multicourse assessment will include a QEP Rubric to assess courses as a whole and will measure student success, did we move the needle. The same process will be used as the common assignment core assessment process. PRT or professional reading teams will be tasked with this assessment (budget item).
- Instructor responsibilities will be determined once the QEP SLO's are drafted.
- **Outside the classroom (Student Support Services)**
  - Prior to class students will be awarded a scholarship to attend a “boot camp” day, there will be an incentive to attend and complete the boot camp, will need an attractive name (budget item).
  - During the semester beginning the 4<sup>th</sup> week (approximately), early indicators will be determined by the instructor to identify those students in need of additional assistance, the new student information system U4SM will be relied on for this process; upon being indicated a student will participate in the 1<sup>st</sup> intervention meeting, group setting, environment is key; from this point the student will be prescribed one or more interventions which may include: Student Success Specialist, Counseling, Student Success Series (study skills workshops - time management, note taking, how to read a chapter), Tutoring, Grit/Mindset/Personal Responsibility; Grit/Mindset/Personal Responsibility may include: Metacognition mini sessions, Student Advocates (TA's at MSU), need a name #chapSuccess for Organization; Community outreach, VC reading culture & activities (Budget item)
  - The prescription will occur during the semester and U4SM will be used for task follow-up and communication.
- The QEP as outlined is a DRAFT and feedback was taken from the task force.
- **Updates/Reminders**
  - Fall 2016 Meetings
    - December 9, 2016 @ 9:00 AM; V204/CC712 joint meeting with QEP Planning Committee
- **Adjournment**
  - The meeting was adjourned at 9:50 AM.