

Minutes – Meeting 6

QEP Development Task Force

Vernon College

September 23, 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.

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	Sjhonton Fanner ^{**}		X
Tutoring Center Coordinator	Amber Hunsaker [*]	X	
Student Representative(s)	Tyler Aylor (1 st year) Brian Hightower (2 nd year) Brittany Morgan (2 nd year) Monica Mendoza (2 nd year)	X	

^{*}Member of SSP Task Force

⁺Member of Integrated Marketing and Recruiting Committee

▪ **Approval of Minutes**

- Katrina Brasuell moved to accept the April 22, 2016 minutes. Mark Holcomb 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 Updates 4/29/16, 6/28/16, 7/26/16, 9/20/16 (Exhibit B,C,D,E)
- The Task Force will work with the Integrated Marketing and Recruiting Committee to develop a QEP Marketing Plan. The QEP Logo Contest will be one of the first items of business. A working group is scheduled to meet on September 26, 2016 to brainstorm on possible activities, themes, giveaways and promotions.

▪ **Planning**

- QEP Logic Model - The task force divided into two groups: classroom and outside the classroom (student support services) with 2 student representatives per group to crosswalk the strategies with the logic model.

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- In the “classroom” group, faculty and students attempted to differentiate between teaching students how to read and working to improve reading skills. Consequently, a few threads of conversation emerged. Students participated mainly by identifying those attributes of reading that they find most appealing. They like relevant topics. They like application of concepts or ideas in class. They choose to read for purpose, usually because they know they will be tested, which they acknowledged seemed a little contradictory to relevance and application at times. Faculty, primarily, were concerned with how QEP actions would impact their current course designs. A few speculative suggestions were made. The central concern related to convincing students to read the assignments they are given throughout the semester, not just the first few weeks.
 - In the “outside the classroom” group, staff and students made the following suggestions regarding activities aimed at student success. Interventions should: be hands on, students do not want to be talked at; include an environment that is organized to be less intimidating possibly in groups; be in line with instructors and the content being delivered, reinforce how students should utilize these resources; bridge the gap between the textbooks, instructor content, and classroom assessments; be promoted/delivered with “one voice”; begin around the 4th week of class. Resources discussed were the use of U4SM for early alert, tracking, and follow-up and also to create a communication plan; tie in to existing programs such as Chaps Express; use students similar to TA’s at MSU.
- **Updates/Reminders**
 - Fall 2016 Meetings
 - October 21, 2016 @ 9:00AM; V204/CC712
 - December 9, 2016 @ 9:00 AM; V204/CC712
 - **Adjournment**
 - The meeting was adjourned at 10:00 AM.