

Minutes – Meeting 5 QEP Planning Committee Vernon College

February 19, 2015 ▪ 3:00 PM ▪ VER RM 423, CCC RM 715

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 3:04 PM.

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 Munson		X
Division Chair: Behavioral & Social Sciences	Greg Fowler	X	
Division Chair: Math & Science	Dr. Karen Gragg		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	Dr. Adrien Ivan	X	
Faculty Senate Vice President/Speech Instructor	Dr. Donnie Kirk		X
Dean of Administrative Services or Designee	Stacy Lallmann	X	
Dean of Admissions and Financial Aid/Registrar or Designee	Joe Hite	X	
Dean of Student Services or Designee	John Hardin (Kristin Harris)	X	
Student Focus Group (as needed)			N/A

▪ **Approval of Minutes**

- Joe Johnston moved to accept the November 14, 2014 minutes. Roxie Hill seconded, motion was approved.
- Roxie Hill moved to accept the January 23, 2015 minutes. Joe Johnston seconded, motion was approved.

▪ **General Business Reports**

- Director of Quality Enhancement (Chair)
 - NISOD Opportunities – there was a discussion on how to select attendees if more than two people are interested in the opportunity.
 - Assessment & Report Calendar - communication forms continue to be collected and are available on the website under College Effectiveness.

▪ **Planning**

- The updated timeline was reviewed.
- Topic Selection Process
 - QEP Collaboration Sessions are being offered on the Vernon Campus February 27th and March 5th, at Century City Center on February 20th and March 4th and Skills Training Center March 4th. The agenda and questionnaire were reviewed and suggested edits were made.
 - Once the face-to-face sessions have completed, similar questions will comprise an online survey and will be made available to faculty, staff, students, and community members.
 - A draft of the Proposal Outline was reviewed along with the proposed Logic Model. The Committee expressed concerns about the length and complexity of

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the proposal form. They agreed that the components of the Logic Model were sufficient for planning. The question was raised as to whether a person needed to complete both the logic model and form or would the committee use the logic model to determine if the proposals were complete and could in fact be used as a QEP. The process will be discussed again in the next meeting after the QEP Collaboration Sessions have been conducted.

- Communication
 - President’s Team Meetings (1/27/15, 2/10/15)
 - President’s Monthly Update (2/4/15)
- Collaboration Matrix (✓ = has occurred, ^ = planned)

Stakeholder Group	Data Analysis	Collaboration Sessions	Topic Identification Survey	Collaboration Session Online Survey	Communication
Students				^	
Faculty		^	✓ 1/16/15	^	✓ 1/16/15
Staff		^	✓ 1/12/15	^	✓ 1/12/15
President’s Team			✓ 1/21/15	^	✓ 1/6/15 1/20/15 1/27/15 2/10/15
QEP Planning Committee	✓		✓ 1/23/15	^	✓ 1/23/15
Faculty Senate				^	
Board of Trustees				^	
Community				^	
Student Groups		^		^	

▪ Updates/Reminders

- Spring Meeting Dates
 - March 6 @ 9 AM; V204/CC712
 - April 10 @9 AM; V204/CC712
 - May 1 @ 11 AM; V423/CC717 (Gen TX electronic if needed)
- QEP Collaboration Sessions
 - February 20 @ 11 AM; CCC 509
 - February 27 @ 11 AM; VER 310
 - March 4 @ TBD; CCC 509
 - March 4 @ TBD; STC
 - March 5 @ TBD; VER 310

▪ Adjournment

- The meeting was adjourned at 4:10 PM.