

# Minutes – Meeting 1

## QEP Planning Committee

### Vernon College

September 26, 2014 ▪ 10:00 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 10:07 AM.

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	X	
Student Focus Group (as needed)			N/A

- **Approval of Minutes**

- N/A

- **General Business Reports**

- Director of Quality Enhancement (Chair) – all meeting materials are located in the Quality Enhancement course in Blackboard. Most college faculty and staff have access to this course so they may access student engagement survey information.

- **Planning**

- Committee responsibilities were reviewed and it was noted that policy review will take place in the time period prior to that publication being updated for the following year.
- The following SACSCOC criteria pertain to the QEP and were reviewed.
  - **CR 2.12:** The institution has developed an acceptable Quality Enhancement Plan (QEP) that includes an institutional process for identifying key issues emerging from institutional assessment and focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution.
  - **CS 3.3.2:** The institution has developed a Quality Enhancement Plan that (1) demonstrates institutional capability for the initiation, implementation, and completion of the QEP; (2) includes broad-based involvement of institutional constituencies in the development and proposed implementation of the QEP; and (3) identifies goals and a plan to assess their achievement.
- The Considerations for an Effective and Meaningful QEP outline was reviewed with the committee. This was originally presented at the Summer Institute by Dr. Crystal Baird of SACSCOC.

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- The SACSCOC Quality Enhancement Plan Guidelines rubric will be used to guide the planning of a second QEP. A discussion took place regarding the use of institutional data and how to gain access to that data.
  
- **Updates/Reminders**
  - Fall Meeting Dates
    - Friday, October 24 @ 11:00 AM (VER 423/CCC 717)
    - Friday, November 14 @ 11:00 AM (VER 204/CCC 712)
  
- **Adjournment**
  - The meeting was adjourned at 10:33 AM.