QEP Development Meeting #7
04/09/07
12:30 pm

On this the 9th day of April, 2007 at 12:30 p.m., the following members of the QEP Development committee were present for a meeting held in Room 310 of the Electra Waggoner Biggs Arts and Sciences Center on the Vernon College campus, 4400 College Drive, in the City of Vernon, Texas.

Cindy Coufal, (committee chair)	Dean Johnston
James Graham	Jim Binion
Nancy Smith	Chris McLain
Joe Johnston	Roxie Hill
Dennis Taylor	Whitney Fontenot
Rita Lee	

Absent: Paula Whitman, Amilio Cato, Betsy Harkey, Dean Brumley
Guests: Dr. Brenda Kays and Dr. Dawn Ferrell

1. Call the meeting to Order. – Cindy Coufal called the meeting to order.

2. Approval of previous meeting's minutes. Nancy Smith made a motion to approve the minutes, and James Graham seconded. Motion Passed.

3. Coufal made report from her meeting with the Leadership committee. The Leadership committee seemed pleased with the progress that the QEP Committee had made. Brenda Kays told the committee that the progress made is wonderful and more than the leadership committee expected, she stated that she read the QEP report while in Austin and was very impressed by the research and the foundation that the committee had given this project. Dawn Ferrell stated that she had been working with Coufal all along so she saw the progress as it was happening, however she was impressed to see how the Leadership Committee responded to the work of the QEP Committee. She also stated that she will be giving the committee technical feedback on the presentation that Coufal made by April 23, 2007.

4. The Committee held an open discussion on the Wimba demonstration from April 2, 2007. The committee stated as a whole they were very impressed by the audio/video capabilities and how well Wimba integrates with Web CT. Coufal gave an explanation of the demo for those that did not login. Brenda Kays asked if the Wimba software is in addition to the software that the college had already pledged to buy, or is it additional. Jim Binion stated that it was the same software mentioned in the original proposal. The benefits of Wimba according to Coufal would be 1. Basically could replace ITV, especially during congested time frames, 2. Brings Distance Ed students experience closer to on campus

experience. Jim Binion added that instructor's office hours become like a giant group session of question and answer for students and the instructors.

Jim Binion made the motion that Wimba should be used as part of the pilot project for the QEP. Joe Johnston seconded, and the motion passed.

Joe Johnston gave explanation of costs associated with Wimba. – Handout.
Voice tools - $8,662.50; this would give the instructor the ability to archive class sessions for future downloads by students or instructor.
Live Classroom - $14,520.00
Joe Johnston also stated that Wimba would through in as a bonus Pronto, a software package that works like instant messaging.

A broad discussion on band size and T1 needs to run the Wimba software, and Jim told the committee that after the Pilot data would be produced that could be used to determine if more T1 and band size would be needed. The committee expressed concern that the QEP would be difficult to implement without proper and continued IT support and equipment. Members questioned Jim Binion on ways to better control the T1 line capacity and server space. He stated that his department was requesting 10 new T1 lines and a new server.

5. Coufal wanted the committee to decide on the timeline and budget of the QEP. The committee has completed steps 1-3 of the planning phase and is now in the development of the budget.
    A. Planning Phase: January 2006 – December 2007
        1. Determine QEP focus through research and community input. – DONE
        2. Establish QEP leadership. – DONE
        3. Develop Timeline for implementation. – DONE
        4. Develop QEP budget
        5. Begin Professional development.
    B. Preparation Period: January 2008 – December 2008
    C. Implementation Years 1 – 5: January 2009 – May 2014

6. QEP Budget, open discussion among members of the committee, Brenda Kays and Dawn Ferrell. It was decided that the budget needs would enhance and change year by year.

	2007	2008	2009
Wimba	$25,000	$27,500	$30,000
Release Time			
Fall 07 4x1350	$5,400		
Spr 08 4x1350	$5,400		
Cameras & Microphones	$3,000		
CCSSE training			

Advertising			
Laptops	$6,000		
Travel	$10,000		
CCSSE membership	$4,500		
Info gathering	$5,000		
Software	$5,000		
Total	**$70,300**		

Dr. Kays commented that the leadership committee would be looking at the QEP as a possibility of the college; Dr. Kays feels that the current QEP is very possible for Vernon College. The committee agreed that this is an initial draft of the budget, and that as the QEP becomes part of the college the costs would then be absorbed into the college budget.

There being no further business to come before the development committee at this time, the meeting adjourned at 2:00 p.m., and set the next meeting date for April 23, 2007.