

Quality Enhancement Plan
Meeting III
March 22, 2006

The Quality Enhancement Plan Committee met on March 22, 2006 at 3:00 p.m. in ITV rooms 204 and 504. Members attending were Cindy Coufal, Chairman; Annette Bever; Karen Gragg; Marian Grona; Joe Johnston; Rita Lee; and Dennis Taylor. Dawn Ferrell attended as a guest speaker.

The meeting was called to order by chairman, Cindy Coufal. Minutes from March 8th were distributed. After reviewing the minutes, Rita Lee made a motion to approve the minutes as presented. Motion was seconded by Karen Gragg. Motion passed.

Discussion was held on how to proceed with the evaluation of the proposed topics after the March 31st due date. Dennis Taylor made the motion that

- (a) the committee meet face-to-face for a roundtable-type discussion of all of the proposals
- (b) then the committee would have one week to receive clarification if necessary on some proposals
- (c) final evaluations would occur electronically with each committee member filing an evaluation rubric for each proposal (a member would not complete a rubric on his own proposal)
- (d) a second face-to-face meeting would occur to review the final results of the evaluations.

Joe Johnston seconded the motion. The motion passed.

The roundtable meeting will be held on April 6th at 1:30 p.m. in the Chaparral Room of the Vernon Campus. All interested persons will be invited to attend the reading of the proposals.

Clarifications or revisions will be due to the committee by April 13th. Electronic evaluation rubrics will be due by April 20th to Cindy Coufal.

The second face-to-face meeting will occur at Century City in the conference room on April 27 at 1:30 p.m.

Dr. Dawn Ferrell presented the committee with a review of the mission statement of Vernon College along with the college's vision and values. She also presented the results of the Shape the Future meetings from two years ago. She stated that several employees had contacted her for research results to support their proposals. Dr. Ferrell volunteered to review proposals before the roundtable discussion in order to identify areas that are supportable by data of the institution but may not have been provided by the writer. She cautioned the committee when considering each proposal to watch for wording in the proposals that was supportable by research. To also volunteered to work with the writers of the chosen topics to provide data for their fuller proposals.

The next meeting will be held on April 6th at 1:30 p.m. on the Vernon Campus.