

Minutes – Meeting 28
QEP Implementation Committee
Vernon College

October 24, 2011 ▪ 12:00 PM ▪ VER RM 204, CCC RM 300

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 12:05 PM.

- Members Present:

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
Dr. Gary Don Harkey	Dean of Instructional Services
Roxie Hill	Instructional Design & Technology Coordinator
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant
Deana Lehman	Director of Special Services
Shana Munson	Associate Dean of Instructional Services
Angela Walker	PASS Center Coordinator
Michelle Wood	Director of Continuing Education

- Not Present:

Brandi Brannon	Director of Student Relations
Katrina Brasuell	Pharmacy Technology Instructor
Betsy Harkey	Director of Institutional Effectiveness
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Margaret Patin	Mathematics Instructor
Richard Warren	Computer Information Science/Networking Instructor

▪ **Approval of Minutes**

- Melissa Elliott moved to accept the September 26, 2011 minutes. Shana Munson seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
 - Google Analytics is up and running on all pages of the VC website. Pilots should be able to begin making comparisons to their benchmark data.
 - The 2011-12 budget final numbers were reviewed with only minor changes to the original requests.
 - The final 2010-11 QEP Annual Action Plan was submitted to the Director of College Effectiveness on September 30, 2011. The results were shared with the committee.
- Instructional Design & Technology Coordinator: Roxie Hill updated the committee on the following items.
 - General Updates – two technology day sessions are the final professional development opportunities this Fall, instructional strategy days will be conducted this Spring in addition to online trainings.

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- **QEP Evaluation Cycle**
 - A VConnected Team update was given for both the 2011-12 and 2010-11 classes. The Director has been working with IT to purchase resources. Once received training will be scheduled on an as needed basis. Individual meetings have been conducted with each pilot. Benchmark assessment(s) were identified and are in progress.
 - The written QERI policy was reviewed by the committee. Deana Lehman moved to approve the policy as written. Shana Munson seconded, motion was approved.
 - Assessment
 - Two student engagement data facts per week have been emailed to all VC employees this semester. The same information will also be shared with students through representative groups, email, and campus TV monitors.
 - Pilot project feasibility rubrics for all projects (2007-2011) will be completed and submitted for review/approval in the November meeting.
 - The 2010-11 QEP Annual Progress Report was presented to the committee. Greg Fowler moved to approve the report. Melissa Elliott seconded, motion was approved.

- **Updates/Reminders**
 - Next Meeting - Monday, November 28, 2011
 - Spring Semester Meetings

- **Adjournment**
 - Criquett Lehman adjourned the meeting at 12:30 PM.