

Minutes – Meeting 29
QEP Implementation Committee
Vernon College

November 28, 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 12:04 PM.

- Members Present:

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Brandi Brannon	Director of Student Relations
Karen Gragg	Division Chair – Math & Science
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

- Not Present:

Katrina Brasuell	Pharmacy Technology Instructor
Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Betsy Harkey	Director of Institutional Effectiveness
Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Richard Warren	Computer Information Science/Networking Instructor
Michelle Wood	Director of Continuing Education

▪ **Approval of Minutes**

- Deana Lehman moved to accept the October 24, 2011 minutes. Shana Munson seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
 - She met with the Student Government Association on November 9, 2011 to discuss CCSSE results and get feedback from the students. The meeting with Student Forum is scheduled for November 30, 2011. Results will be shared in a future meeting.
 - Criquett Lehman and Betsy Harkey will be attending the SACSCOC Annual Meeting and Pre-Conference Workshops in Orlando, FL December 2-6, 2011.
- Instructional Design & Technology Coordinator: Roxie Hill updated the committee on the following items.
 - Roxie Hill is attending a webinar on Respondus Lockdown Browser. VC will most likely begin piloting this tool in the Spring semester. Another new technology tool being piloted in the Spring semester is called VoiceThread. This is a presentation tool that provides the opportunity for collaboration.

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- **QEP Evaluation Cycle**
 - A VConnected Team Update was given. Mid-year reports are due from the 11-12 pilots. Margaret Patin will no longer be participating in the pilot program due to personal reasons.
 - Assessment
 - The 2012-13 Pilot Project Applications were reviewed. Criquett Lehman was asked to follow-up with each applicant on questions raised by the committee. Once the responses are received, there will be an electronic vote. General questions included the use of CCSSE and SENSE data in the statement of need and partnering with an instructor to gauge “real life” applicability to the student.
 - In the interest of time, the Pilot Project Feasibility 2007-2011 vote will be electronic. All relevant materials can be found in Blackboard/Quality Enhancement.

- **Updates/Reminders**
 - The January 2012 meeting will be electronic.

- **Adjournment**
 - Criquett Lehman adjourned the meeting at 12:53 PM.