

**Minutes – Meeting 31**  
**QEP Implementation Committee**  
**Vernon College**

February 27, 2012 ▪ 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 12:03 PM.

- Members Present:

Brandi Brannon	Director of Student Relations
Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
Marian Grona	Director of Library Services
Betsy Harkey	Director of Institutional Effectiveness
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
Jason Scheller	History Instructor
Angela Walker	PASS Center Coordinator
Michelle Wood	Director of Continuing Education

- Not Present:

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Katrina Brasuell	Pharmacy Technology Instructor
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Kathy Peterson	Lead Interpreter
Richard Warren	Computer Information Science/Networking Instructor

▪ **Approval of Minutes**

- Shana Munson moved to accept the November 28, 2011 minutes. Deana Lehman seconded, motion was approved.
- January 30, 2012 Electronic Meeting notes were reviewed.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
  - Students have been given the opportunity to provide their feedback on the CCSSE 2011 data. Results will be shared at a future meeting.
  - A QERI update was given with regards to what technology had been checked out during the Fall 2011 semester.
  - Criquett Lehman and Roxie Hill will be presenting “Hook Em’ with Technology” at the NISOD Conference. The description in the program is “Are your faculty and staff overwhelmed by educational technology?”

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Learn how to create a resource inventory as a one-stop-shop for tested educational technology tools and training.”

- Instructional Design & Technology Coordinator: Roxie Hill updated the committee on the following items.
  - The Respondus Lockdown Browser pilot has been extended to March 31, 2012. The decision to purchase the software will be based on the feedback from the instructors who have piloted the technology.
  - The Helix Media Library is scheduled to be installed by the end of the week. Training will be offered to departments as well as individuals. The plan is to migrate the majority of the videos by April 2, 2012. The ability to stream live video is an additional module that must be purchased.
  
- **QEP Evaluation Cycle**
  - A VConnected Team Update was given – all projects are underway and assessment tools have been established to gather data for comparison.
  - Assessment
    - The Committee will be emailed the Feasibility Rubrics to review the strengths/weaknesses to ensure all issues have been addressed.
    - Criquett Lehman recommended to the Committee that they reevaluate the use of Wimba for lecture capture. Other technology tools are available and may be more cost efficient. Roxie Hill and Criquett Lehman will begin reviewing other tools and report findings to the Committee.
  - Professional Development
    - Expanding the Pilot Mentor Program to include all faculty and staff will be discussed in the next Professional Development Meeting.
  
- **Updates/Reminders**
  - Future Meeting Dates - 12:00 PM, VER RM 204/CCC RM 300
    - Monday, March 26, 2012
    - Monday, April 23, 2012
    - May – Electronic
  - NISOD Convention, Austin, TX
    - May 27–30, 2012
  
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 12:36 PM.