

Minutes – Meeting 40
QEP Implementation Committee
Vernon College

April 5, 2013 ▪ 11:00 AM ▪ VER RM 204, CCC RM 712

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 11:05 PM.

- Members Present:

Brandi Brannon	Director of Student Relations
Melissa Elliott	Director of Financial Aid
Marian Grona	Director of Library Services
Roxie Hill	Instructional Design & Technology Coordinator
Mark Holcomb	Division Chair- Information & Technology
Kathy Peterson	Lead Interpreter
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant
Jane Robinson	New Beginnings Coordinator
Jason Scheller	History Instructor
Michelle Wood	Director of Continuing Education

- Not Present:

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Brad Beauchamp	Mathematics Instructor
Misti Brock	English Instructor
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
Betsy Harkey	Director of Institutional Effectiveness
Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Shana Munson	Associate Dean of Instructional Services
Angela Walker	PASS Center Coordinator

▪ **Approval of Minutes**

- Roxie Hill moved to accept the February 15, 2013 minutes. Jason Scheller seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman reported that the Community College Faculty Survey of Student Engagement (CCFSSE) will be emailed to faculty on Monday, April 8th. They will have 2 weeks to complete the survey. The Community College Survey of Student Engagement (CCSSE) is currently being administered through April 12th.
- Instructional Design & Technology Coordinator: Roxie Hill informed the Committee that Blackboard Collaborate is now available in Blackboard. Training will start with champion instructors and will be made available to all by the Fall semester.

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- **QEP Evaluation Cycle**
 - VConnected Team Update
 - End-of-Year Reports 2012-13 Pilots are due June 14, 2013. The stipend pay schedule was reviewed.
 - Active Pilot Project Recommendations will be brought to the next meeting for review and a vote.
 - Assessment
 - Feasibility Rubric Review (Exhibit B, Action Item) – the existing rubric was reviewed and discussed. Joe Johnston moved to accept the Feasibility Rubric as is. Marian Grona seconded, motion was approved.
 - QERI – possible survey questions were discussed. Criquett Lehman will draft a survey and send to the committee for feedback.
 - Professional Development
 - iPads in the Classroom2 – this session is not the same as the first, it is a lesson taught using the iPad. Additional sessions will be offered.
 - NISOD – the deadline to notify Criquett Lehman of intent to participate in this conference is April 19th.

- **Updates/Reminders**
 - Future Meeting Date: May 3, 2013 @ 11:00 AM
 - NISOD Conference
 - Sunday, May 26th through Wednesday, May 29th 2013
 - Austin, TX

- **Adjournment**
 - Criquett Lehman adjourned the meeting at 11:30 PM.