

Minutes – Meeting 41
QEP Implementation Committee
Vernon College

May 3, 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 11:02 AM.

- **Members Present:**

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
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
Shana Munson	Associate Dean of Instructional Services
Jane Robinson	New Beginnings Coordinator
Jason Scheller	History Instructor
Angela Walker	PASS Center Coordinator

- **Not Present:**

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Brad Beauchamp	Mathematics Instructor
Brandi Brannon	Director of Student Relations
Misti Brock	English Instructor
Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Michelle Wood	Director of Continuing Education

▪ **Approval of Minutes**

- Stacy Lallmann moved to accept the April 5, 2013 minutes. Shana Munson seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman reported that the faculty had 100% participation on the Community College Faculty Survey of Student Engagement (CCFSSE). The results of the Community College Survey of Student Engagement (CCSSE) will be made available July 31st. Room 306 on the Vernon Campus now has Apple TV installed.
- Instructional Design & Technology Coordinator: Roxie Hill updated the Committee on the progress of Blackboard Collaborate training. Marian Grona inquired about how the transition will affect her setup in the Skills Training Center resource room.

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- **QEP Evaluation Cycle**
 - VConnected Team Update - end-of-year reports for the 2012-13 pilots are due June 14th. Feasibility reviews will be conducted in July or August.
 - Assessment
 - Criquett Lehman gave an update on the QERI survey. 85 out of 90 respondents gave feedback in addition to answering the questions. Full results will be shared at a later date. The Technology Committee will use this information when piloting the QERI process in 2013-14.
 - Active Pilot Project Recommendations - Feasibility Rubrics were reviewed by the committee. (Exhibits B,C,D,E, F, G, Action Item)
 - Exhibit B, Brandi Brannon - Shana Munson moved to accept the recommendation. Roxie Hill seconded, motion was approved.
 - Exhibit C, Deana Lehman – Stacy Lallmann moved to accept the recommendation to further assess the project after additional interventions are implemented. Jason Scheller seconded, motion was approved.
 - Exhibit D, Katrina Brasuell - Shana Munson moved to accept the recommendation. Jason Scheller seconded, motion was approved.
 - Exhibit E, Michelle Alexander - Shana Munson moved to accept the recommendation. Marian Grona seconded, motion was approved.
 - Exhibit F, Melissa Elliott – Stacy Lallmann moved to accept the recommendation. Shana Munson seconded, motion was approved.
 - Exhibit G, Stacy Lallmann – Melissa Elliott moved to accept the recommendation. Shana Munson seconded, motion was approved.
 - Professional Development
 - The Professional Development Committee will be implementing a plan this Fall which will include QEP related initiatives. Champions/mentors will be a part of this plan.
 - The Quest & Chap newsletters will be emailed to all by the first of June and continue to be made available on the website.
- **Updates/Reminders**
 - Future Meeting Date: June Electronic Update
 - NISOD Conference
 - May 26th - May 29th; Austin, TX
 - Attendees – Roxie Hill, Criquett Lehman, Shana Munson, Jane Robinson
- **Adjournment**
 - Criquett Lehman adjourned the meeting at 11:34 AM.