

Minutes – Meeting 26

QEP Implementation Committee

Vernon College

August 29, 2011 ▪ 12:00 PM ▪ VER RM 423, CCC RM 205

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement Plan at 12:07 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
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
Richard Warren	Computer Information Science/Networking Instructor
Michelle Wood	Director of Continuing Education

- **Not Present:**

Brandi Brannon	Director of Student Relations
Katrina Brasuell	Pharmacy Technology Instructor
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Margaret Patin	Mathematics Instructor
Angela Walker	PASS Center Coordinator

▪ **Approval of Minutes**

- Michelle Alexander moved to accept the April 25, 2011 minutes. Deana Lehman seconded, motion was approved.
- Michelle Alexander moved to accept the May Electronic and the June-July Electronic meeting notes. Melissa Elliott seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
 - A Quality Enhancement “Course” has been created in Blackboard and will contain all meeting materials, student engagement survey data, etc. All committee members have access including the President and Deans.
 - Quality Enhancement webpages have been created and were reviewed. The pages contain QEP Reports, current resources, and communication tools.
 - Name updates – The faculty innovation center has been renamed the Vernon College Innovation Center (VCIC) since services apply to all employees not just faculty. Our QEP refers to the pilot projects as the VConnected Team. Although our committee is aware of this term and its meaning, we will be more consistent when communicating to the college community.

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- QEP Reporting Update – All end of year reports have been received and summaries will be included in the QEP Annual Progress Report. The progress report will be presented to the committee for a vote in the October meeting.
- General Updates – this semester, Criquett Lehman will be at CCC on Wednesdays and will visit STC at least once a month. She will also remain available by appointment.
- Instructional Design & Technology Coordinator: Roxie Hill updated the committee on the following items.
 - General Updates – Roxie is available for past and current VConnected team members as they start or continue their projects. She will assist with training the 11-12 team members once the resources have been purchased. Professional development sessions will begin in September. The sessions will be based on the feedback received through the QERI survey. This semester, Roxie will be at CCC on Tuesday and Wednesday each week. She will also be at STC for half a day on Tuesdays and is available by appointment all other times.
- **QEP Evaluation Cycle**
 - The 2011-12 Committee Membership (Exhibit D) was reviewed. The 2009-10 VConnected Team was removed from the membership.
 - The 2010-11 Committee Attendance (Exhibit E) was reviewed and will be submitted as part of the committee's annual report to the office of College Effectiveness.
 - Criquett Lehman will be contacting the 2011-12 VConnected team members to review resources needed, ensure benchmark assessments are in place, and discuss initial hardware/software trainings. In addition, Pilot Agreement Forms will be reviewed and completed.
 - SACS CR 2.12 and CS 3.3.2 were provided and reviewed with the committee.
 - The QEP section of the Fifth Year Interim Report (Exhibit F) SACSCOC Summer Institute presentation by Dr. Crystal Baird and Dr. Steven Sheeley was reviewed with the committee. It addressed common issues with the impact reports and gave tips on how to address those issues.
 - CCSSE 2011 results have been posted in the Quality Enhancement course in Blackboard. Page 21 of the QEP document outlines how Vernon College used CCSSE data as a benchmark. Committee members were asked to review this section.
- **Updates/Reminders**
 - Tentative Fall Meeting Dates – 12:00 PM, Room (TBA)
 - Monday, September 26, 2011
 - Monday, October 24, 2011
 - Monday, November 28, 2011
 - SENSE Survey Administration Period – Criquett Lehman asked the group to help promote the SENSE survey to students and explain the importance of their feedback.
 - September 12 – 23, 2011
- **Adjournment**
 - Criquett Lehman adjourned the meeting at 12:49 PM.