Minutes – Meeting 26
QEP Implementation Committee
Vernon College

September 26, 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 12:08 PM.
  - Members Present:

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Karen Gragg	Division Chair – Math & Science
Betsy Harkey	Director of Institutional Effectiveness
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
Michelle Wood	Director of Continuing Education

  - Not Present:

Brandi Brannon	Director of Student Relations
Katrina Brasuell	Pharmacy Technology Instructor
Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Margaret Patin	Mathematics Instructor
Richard Warren	Computer Information Science/Networking Instructor

- **Approval of Minutes**
  - Shana Munson moved to accept the August 29, 2011 minutes. Roxie Hill seconded, motion was approved.

- **General Business Reports**
  - QEP Director: Criquett Lehman updated the committee on the following items.
    - General Updates – The Quality Enhancement annual action plan is due Monday, October 3. The results will be shared in the next meeting. The second edition of the Chap student newsletter has been published and emailed to all students. The content of the newsletter was reviewed and can be found on the QEP webpage. The QEP new employee letter has been updated and is emailed to all new employees on a monthly basis. NISOD is accepting proposals for the May conference. Mrs. Lehman encouraged the committee to submit ideas.
    - 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.
  - Instructional Design & Technology Coordinator: Roxie Hill updated the committee on the following items.
    - General Updates – Both the QERI survey and professional development questionnaires were added to the College assessment calendar. New

professional development sessions have been scheduled and can be found on the VCIC webpage. Roxie is also assisting with new pilot consults and trainings.

- **QEP Evaluation Cycle**
  - A 2011-12 VConnected Team update was given. The Director has been working with IT to purchase resources. Once received training will be scheduled on an as needed basis. Individual meetings have been conducted with each pilot. Benchmark assessment(s) were identified and are in progress.
  - The 2010-11 Team progress was reviewed. Due to various reasons, further implementation and assessment is needed and is in progress.
  - The committee was asked to review the NISOD conference summary submitted by Margaret Patin.
  - The following assessment actions were reviewed by Criquett Lehman and voted on by the committee:
    - The VConnected Team/Pilot Application process was reviewed. The Pilot Project Report Template had minor revisions to more clearly identify the application, mid-year report, and end-of-year report. The Pilot Project Report Template Reference Guide submitted with the original QEP was cross-walked with the Pilot Project Report Template to ensure all intended expectations were fully addressed. Michelle Alexander made a motion to accept the Pilot Project Report Template with changes and to provide the Pilot Project Report Template Reference Guide, with cross-walk notations, as a guide for those completing and application in the future. Deana Lehman seconded, motion was approved.
    - The process for determining the feasibility of a piloted project was reviewed. It was suggested that the Pilot Project Rubric-Application also be used by the Committee when determining project feasibility. This rubric would be titled "Pilot Project Rubric-Feasibility". The rubric will be completed as a Committee once all End-of-Year Pilot Reports have been submitted. Recommendations will be made based on the results of the Pilot Project Feasibility Rubric. Shana Munson moved to adopt the Pilot Project Rubric – Feasibility and to have the Committee formally recommend feasibility on a project-by-project basis annually. Michelle Alexander seconded, motion was approved.
    - Enhancements to the QEP Assessment Cycle were recommended by Criquett Lehman. Overall QEP Assessment, QEP Implementation Feasibility Review, Recommendations for Feasibility, QEP Annual Progress Report, College Effectiveness Committee, President, and Board of Trustees were added to the end of the cycle to more accurately reflect the assessment process. This assessment process was compared to the Assessment Cycle -Appendix XI to ensure original intent. Michelle Wood moved to accept the QEP Assessment Cycle with the addition of the assessment steps. Joe Johnston seconded, motion was approved.

- **Updates/Reminders**
  - Fall Meeting Dates – 12:00 PM, VER 204/CCC 300
    - Monday, October 24, 2011
    - Monday, November 28, 2011

- **Adjournment**
  - Criquett Lehman adjourned the meeting at 12:44 PM.