Minutes– Meeting 23
QEP Implementation Committee
Vernon College

April 25, 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 12:03 PM.

  - Members Present:

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Brandi Ballard	Director of Student Relations
Cindy Coufal	English Instructor
Katrina Brasuell	Pharmacy Technology Instructor
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
Dr. Gary Don Harkey	Dean of Instructional Services
Roxie Hill	Instructional Design & Technology Coordinator
Mark Holcomb	Division Chair- Information & Technology
Joe Johnston	Division Chair- Communications
Chad Mueller	Government Instructor
Shana Munson	Associate Dean of Instructional Services
Dina Neal	Psychology/Sociology Instructor
Angela Walker	PASS Center Coordinator
Richard Warren	Computer Information Science/Networking Instructor

  - Not Present:

Melissa Elliott	Director of Financial Aid
Betsy Harkey	Director of Institutional Effectiveness
Kristin Harris	Associate Dean of Student Services
Stacy Lallmann	Student Billing Accountant
Deana Lehman	Director of Special Services
Margaret Patin	Mathematics Instructor
Michelle Wood	Director of Continuing Education

- **Approval of Minutes**
  - Shana Munson moved to accept the March 28, 2011 minutes. Michelle Alexander seconded, motion was approved.

- **General Business Reports**
  - QEP Director: Criquett Lehman updated the committee on the following items.
    - Student Engagement Survey Update: CCSSE administration is complete, results will be received on July 31, 2011. The Vernon College QEP was featured in the Texas Small Colleges Consortium Bulletin.
    - The 2011-12 proposed budget was reviewed and explanations given for each change.
    - NISOD attendees will be finalized after the Deans have had the opportunity to submit names. The deadline is Wednesday.
  - Instructional Design & Technology Coordinator: Roxie Hill updated the committee on the following items.
    - SoftChalk ScoreCenter allows instructors to create and use assignments and assessments in SoftChalk. Once the lesson is uploaded into

Blackboard, a column in the grade book will automatically be created and populated with student scores.

- · Podcasting Update – Instructional Services offered to provide the tools needed for podcasting to all instructors who were interested in podcasting lectures and/or other student resources.
- · Roxie thanked everyone for their assistance with Blackboard 9.1 training – to date, 36 instructor have completed training.

- **QEP Evaluation Cycle**
  - The pilot stipend pay schedule was reviewed. Stipends will be approved upon receipt of the pilot participant's end-of-year report.
  - Pilot reporting will now include assessment artifacts in addition to the data. Pilots reporting in year 1 will use the summary report template. Those reporting for years 2+ will use the ESCR to submit their information. This information will then be transferred to the reporting template.
  - Assessment
    - · Student Engagement Data Facts are being created as a way to review CCSSE data and provide this information to the college community. The Support for Learners benchmark data fact was shared with the committee.
    - · The committee was asked to complete the online QERI survey and share their feedback. They reported that the survey was very confusing and should be reworked.
    - · Pilot participants Michelle Alexander and Katrina Brasuell reported on their progress thus far including what assessment tools and data is being used.

- **Updates/Reminders**
  - Future Meeting Dates
    - · May – Electronic
    - · June 27, July 25, August 29
  - NISOD (National Institute for Staff and Organizational Development)
    - · Sunday, May 29 – Wednesday, June 1
    - · Registration Deadline- April 29th

- **Adjournment**
  - Criquett Lehman adjourned the meeting at 12:35 PM.