

**Minutes – Meeting 14**  
**QEP Implementation Committee**  
**Vernon College**

April 26, 2010 ▪ 12:00 PM ▪ VER RM 425, CCC RM 205

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement Plan at 12:04 PM.

- Members Present:

Michelle Alexander	Director of Institutional Advancement/Interim Executive Director, Vernon College Foundation
Katrina Brasuell	Pharmacy Technology Instructor
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
Mark Holcomb	Division Chair- Information & Technology
Larry Jordan	Government Instructor
Lynn Kalski	LVN Program Director
Stacy Lallmann	Student Billing Accountant
Deana Lehman	Director of Special Services
Mike McCoy	Economics Instructor/Distance Learning Representative
Dina Neal	Psychology/Sociology Instructor
Richard Warren	Computer Information Science/Networking Instructor
Michelle Wood	Director of Continuing Education

- Not Present:

Cindy Coufal	English Instructor
Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Roxie Hill	Instructional Design & Technology Coordinator
Joe Johnston	Division Chair- Communications
Chad Mueller	Government Instructor
Shana Munson	Associate Dean of Instructional Services
Teresa Ramos	Child Development Instructor
Renee Wooten	Spanish Instructor

▪ **Approval of Minutes**

- Greg Fowler moved to accept the March 29, 2010 (Exhibit A) minutes, Betsy Harkey seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
  - A review of the proposed 10-11 budget (Exhibit B) was given. It was suggested that the QEP stipend be increased if the adjunct faculty pay increase is approved. The stipend was originally determined based on adjunct/release time pay. A change to the proposed budget will be submitted to Dr. Johnston in an “if/then” format. *If* the requested adjunct pay increase is approved *then* it is requested that the QEP stipend be increased by the same amount.
  - An update was given on the NISOD conference trip. All those interested in attending will be registered Friday, April 30.

**Minutes – Meeting 14**  
**QEP Implementation Committee**  
**Vernon College**

- Instructional Designer: Criquett Lehman updated the committee on behalf of Roxie Hill. Spring VC Café Sessions have been completed. Several new sessions will be offered during faculty and staff development week in August.
  
- **QEP Evaluation Cycle**
  - The Pilot stipend pay schedule (Exhibit C) was explained; final reports, including suggested revisions, must be received before the QEP Stipend Form will be submitted.
  - A Pilot reporting update was given to the committee.
    - Pilots in year 1 will continue to submit the summary report on the current reporting template.
    - Pilots in years 2+ will be reporting project progress through the ESCR (End of Semester Course Review) Form (Exhibit D). This information will then be merged with the original pilot summary on the reporting template.
    - Due to the fact that the original pilot class (07-08) created and assessed their projects on engagement only, not student learning outcomes as approved by SACS after the initial pilot year, they will no longer be required to continue reporting on project progress.
  - The 09-10 QEP Pilots gave summary reports to the committee:
    - Melissa Elliott reported the use of clickers in the high school night financial aid presentations yielded positive results. An increase in participation when compared to the control group was observed across the majority of the questions. Additionally, the project allowed for immediate feedback and the presenter was able to address those in more detail during the presentation.
    - Mark Holcomb reported that the new lab software worked great once the students became familiar with the process of completing labs online. The software allowed distance learning students to have a similar lab experience when compared to those students who participated in face-to-face labs.
    - Dina Neal reported that podcasting lectures and posting them to her course in Blackboard received positive feedback from the students. They served as a supplemental resource to her face-to-face classes.
  
- **Updates/Reminders**
  - NISOD dates are Sunday, May 30<sup>th</sup> through Wednesday, June 2<sup>nd</sup>. The registration deadline is April 30<sup>th</sup>.
  - Future meeting dates are as follows: May (electronic), June 28, July 26, and August 30.
  
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 12:50 PM.