

**Minutes – Meeting 16**  
**QEP Implementation Committee**  
**Vernon College**

August 30, 2010 ▪ 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 Plan at 12:05 PM.

- **Members Present:**

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Katrina Brasuell	Pharmacy Technology Instructor
Cindy Coufal	English 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
Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Roxie Hill	Instructional Design & Technology Coordinator
Mark Holcomb	Division Chair- Information & Technology
Joe Johnston	Division Chair- Communications
Larry Jordan	Government Instructor
Stacy Lallmann	Student Billing Accountant
Chad Mueller	Government Instructor
Dina Neal	Psychology/Sociology Instructor
Richard Warren	Computer Information Science/Networking Instructor
Michelle Wood	Director of Continuing Education

- **Not Present:**

Lynn Kalski	LVN Program Director
Deana Lehman	Director of Special Services
Mike McCoy	Economics Instructor/Distance Learning Representative
Shana Munson	Associate Dean of Instructional Services
Teresa Ramos	Child Development Instructor
Renee Wooten	Spanish Instructor

▪ **Approval of Minutes**

- Mark Holcomb moved to accept the April 26, 2010 (Exhibit A) & July 1, 2010 (Exhibit B) minutes, Michelle Alexander seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
  - Pilot equipment will be ordered this week including laptops, camcorders, Camtasia, and avatar software.
  - The QEP Implementation Committee is not recognized in the Vernon College standing committee structure. Therefore, a committee responsibilities document is being created and submitted to Dr. Johnston for inclusion.
  - Reports from the component Deans have been received and the annual progress report is being prepared.

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- SENSE data will be reported this Fall and CCSSE will be administered April 2011.
- Criquett Lehman was asked to present the progress of our QEP at the North Texas Community College Consortium (NTCCC) Annual Outcomes and Assessment Conference.
- The Student Government Association will be assisting with the QEP student newsletter and the QEP summary video to be presented during faculty/staff development spring meeting.
- Instructional Design & Technology Coordinator: Roxie Hill updated the committee on the following items.
  - Chad Mueller, Teresa Ramos, and Larry Jordan were thanked for their assistance in conducting training sessions during Faculty/Staff Development Week. Attendance was good and the week was successful.
  - Roxie Hill will be creating an online Faculty Innovation Center (FIC) which will include training/tutorial vignettes. These will be posted in blackboard and may be accessed by all faculty and staff. Pilot mentors will be called upon to assist with creating the vignettes.
- **QEP Evaluation Cycle**
  - Cindy Coufal, 09-10 QEP Pilot, gave a summary report to the committee:
    - The average scores of major assignments and exams of past courses were compared to those of the 2010 Wimba section. In most instances the scores increased to which Mrs. Coufal attributes to the use of Live Classroom instead of the ITV set-up.
  - Chad Mueller, 09-10 QEP Pilot, showed the committee his completed video “movie trailer”. The video will be shared via email due to poor video connections in the meeting room.
  - The committee reviewed alternative meeting times and decided on the 4<sup>th</sup> Tuesday of every month at 4:00 PM.
  - Committee Membership (Exhibit C) was reviewed – 08-09 pilot participants will no longer be required to attend meetings. Student support services representatives will remain the same as the previous year.
  - Criquett Lehman provided a 2009-10 Attendance Report (Exhibit D).
  - Criquett Lehman thanked Michelle Alexander for her work in editing the QEP document. The timeline item stating “Engagement findings incorporated in all student assessment tools, department surveys, program reviews, as part of planning and evaluation process.” was reviewed and discussed.
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 12:40 PM.