

**Minutes – Meeting 21**  
**QEP Implementation Committee**  
**Vernon College**

February 28, 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 12:06 PM.

- **Members Present:**

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Brandi Ballard	Director of Student Relations
Melissa Elliott	Director of Financial Aid
Katrina Brasuell	Pharmacy Technology Instructor
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
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant
Shana Munson	Associate Dean of Instructional Services
Margaret Patin	Mathematics Instructor
Angela Walker	PASS Center Coordinator
Richard Warren	Computer Information Science/Networking Instructor
Michelle Wood	Director of Continuing Education

- **Not Present:**

Cindy Coufal	English Instructor
Kristin Harris	Associate Dean of Student Services
Roxie Hill	Instructional Design & Technology Coordinator
Mark Holcomb	Division Chair- Information & Technology
Deana Lehman	Director of Special Services
Chad Mueller	Government Instructor
Dina Neal	Psychology/Sociology Instructor

▪ **Approval of Minutes**

- Greg Fowler moved to accept the January 24, 2011 minutes. Michelle Alexander seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
  - Student Engagement Surveys: Betsy Harkey and Criquett Lehman will be presenting the Vernon College QEP on the Texas Small Colleges Mini-Workshop Conference Call March 8<sup>th</sup>. The focus will be on how CCSSE data has been utilized in our Quality Enhancement Plan.
  - Student Engagement Surveys: Criquett Lehman reviewed the CCSSE and SENSE Accreditation Toolkits which include a section that maps SACS standards with the corresponding CCSSE/SENSE survey item. In addition, Betsy Harkey will begin to expand the mapping to include the Vernon College primary goals. The Annual Action Planning Process is one example of process where this tool will be very useful.

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- General Updates: The updated QERI, including mentors, was reviewed. A survey assessment is being created to determine use, training, and resources needed. Those interested in attending the NISOD conference should respond to Criquett Lehman by the March meeting. Future meeting dates were reviewed, the committee was asked to put the dates on their calendars.
- Instructional Design & Technology Coordinator: Criquett Lehman updated the committee members on the following items on behalf of Roxie Hill.
  - The current outline for the FIC (Faculty/Staff Innovation Center) webpage which includes all QEP reports and resources was reviewed.
  - Blackboard 9.1 training materials and schedule has been a priority for this office and will begin the first of April after the Distance Education Committee meets.
- **QEP Evaluation Cycle**
  - The revisions to SACS Core Requirement 2.12 and the new Comprehensive Standard 3.3.2 (Exhibit B) were reviewed.
  - Criquett Lehman presented a chart that compared CCSSE benchmarks for 2004, 2005, 2006, 2007, 2008, and 2009. SENSE benchmark data was given for the initial year of administration, 2009. The next data comparisons will be 2011. These benchmarks serve as a primary student engagement assessment for the QEP. (QEP CCSSE-SENSE Data Comparisons handout)
  - Pilot participants Richard Warren and Michelle Wood reported on their progress thus far including what assessment tools and data is being used.
- **Updates/Reminders**
  - Engagement Survey Dates
    - CCFSSE (faculty online survey) – February 28<sup>th</sup> - March 11<sup>th</sup>
    - CCSSE (student in class survey) – March 28<sup>th</sup> – April 8<sup>th</sup>
  - Future Meeting Dates
    - Monday, March 28, 2011 at 12:00 PM
    - Monday, April 25, 2011 at 12:00 PM
  - NISOD (National Institute for Staff and Organizational Development)
    - Sunday, May 29 – Wednesday, June 1
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 12:50PM.