

**Minutes – Meeting 20**  
**QEP Implementation Committee**  
**Vernon College**

January 24, 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 12:05 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
Cindy Coufal	English Instructor
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
Betsy Harkey	Director of Institutional Effectiveness
Roxie Hill	Instructional Design & Technology Coordinator
Mark Holcomb	Division Chair- Information & Technology
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant
Deana Lehman	Director of Special Services
Shana Munson	Associate Dean of Instructional Services
Chad Mueller	Government Instructor
Dina Neal	Psychology/Sociology Instructor
Angela Walker	PASS Center Coordinator
Richard Warren	Computer Information Science/Networking Instructor
Michelle Wood	Director of Continuing Education

- Not Present:

Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Margaret Patin	Mathematics Instructor

▪ **Approval of Minutes**

- Shana Munson moved to accept the November 30, 2010 minutes. Mark Holcomb seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
  - Committee members voted and approved the following pilot participants for 2011-12: Brandi Ballard, Stacy Lallmann, Margaret Patin, Angela Walker, Michelle Wood.
  - General Updates: Criquett Lehman welcomed the new pilot participants, the membership list will be updated. The first edition of *the Chap* student newsletter was emailed to all students and a copy provided to the committee. Members were encouraged to send suggestions for the next issue later this semester. NISOD conference will be in May, commitments will need to be received sooner this year to ensure funds are budgeted. The Course Master Data File (CMDf) for CCSSE was submitted, the committee was given the course criteria. Members chose February 28, 2011 as the first day of administration for the CCFSSSE. Criquett is

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working to expand the pilot mentor list and will provide a draft at the next meeting.

- Instructional Design & Technology Coordinator: Roxie Hill updated the committee members on the following items.
  - Trainings continue to be offered by appointment, both individual and group.
  - Once the pilot mentor program list has been compiled, mentors will be contacted and a process will be communicated.
  
- **QEP Evaluation Cycle**
  - The 2010-11 (Exhibit C) and 2011-12 (Exhibit D) Annual Action Plans were reviewed and a progress report was given.
  - Presentation materials regarding QEP's from the SACS Annual Meetings (Exhibits E, F, G) were reviewed. Subject matter pertaining to 5<sup>th</sup> Year Interim reporting, assessment, student learning outcomes, and QEP progress mapping were emphasized.
  - Assessment will be added to future agendas to begin reporting progress to the Committee. In addition to overall progress, individual pilot participants will be asked to present their progress each meeting. Progress reports should assist the Committee in identifying areas in need of enhancement and/or increased focus.
  
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 12:42 PM.