

Minutes – Meeting 22
QEP Implementation Committee
Vernon College

March 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 12:04 PM.

- **Members Present:**

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Brandi Ballard	Director of Student Relations
Cindy Coufal	English Instructor
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
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
Chad Mueller	Government Instructor
Shana Munson	Associate Dean of Instructional Services
Angela Walker	PASS Center Coordinator
Michelle Wood	Director of Continuing Education

- **Not Present:**

Kristin Harris	Associate Dean of Student Services
Margaret Patin	Mathematics Instructor
Dina Neal	Psychology/Sociology Instructor
Richard Warren	Computer Information Science/Networking Instructor

▪ **Approval of Minutes**

- Greg Fowler moved to accept the February 28, 2011 minutes. Karen Gragg seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
 - Student Engagement Survey Update: CCFSSSE 2011 - 106 invitations, 71 responses, 67% response rate; CCFSSSE 2009 - 85 invitations, 62 responses, 72.9% response rate. SOSE – Vernon College chose not to participate in the survey pilot this year. CCSSE – survey is currently being administered.
 - General Updates: The SACS Summer Institute is July 17-20 and will cover 5th Year Interim Reporting, QEP, and Assessment. Five Vernon College employees will be attending – Dr. Johnston, Dr. Harkey, Betsy

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Harkey, Roxie Hill, and Criquett Lehman. Advising Task Force POISE responsibilities have been a priority this month. This includes the Student Success module and the mandatory CSA registration function. A draft of the QEP budget for 2011-12 will be submitted to Dr. Johnston this week.

- Instructional Design & Technology Coordinator: Roxie Hill gave a Distance Education Committee update which included Bb 9.1 training set to begin April 5th, training information will be shared with all faculty, and online training sessions will be offered this summer.

▪ **QEP Evaluation Cycle**

- Assessment
 - Pilot Project Artifacts will be requested from all pilot project participants so that they can be made available (via hyperlink) as part of the QEP 5th Year Interim Report. Criquett Lehman gave examples of the types of assessment tools that will be requested. An email will be sent to all explaining the request in more detail.
 - An overview of the reporting capabilities of Google Analytics was given to the committee to educate on the types of tracking/reporting available. A copy of the available reports was emailed to all as a resource.
 - A sample of the Survey of Online Student Engagement (SOSE) data was presented to the group. In the future, Vernon College will need to assess this population of students by purchasing the SOSE when/if it becomes nationally available, or adding questions to the existing SIR II survey, or using some other assessment tool.
 - Pilot participants Melissa Elliott and Deana Lehman reported on their progress thus far including what assessment tools and data is being used.

▪ **Updates/Reminders**

- Engagement Survey Dates
 - CCSSE (student in class survey) – March 28th – April 8th
- Future Meeting Dates
 - Monday, April 25, 2011 at 12:00 PM
 - May - Electronic
- NISOD (National Institute for Staff and Organizational Development)
 - Sunday, May 29 – Wednesday, June 1

▪ **Adjournment**

- Criquett Lehman adjourned the meeting at 12:33 PM.