

Minutes – Meeting 19
QEP Implementation Committee
Vernon College

November 30, 2010 ▪ 12:30 PM ▪ VER RM 423, CCC RM 300

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement Plan at 12:38 PM.

- Members Present:

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
Katrina Brasuell	Pharmacy Technology Instructor
Cindy Coufal	English Instructor
Karen Gragg	Division Chair – Math & Science
Betsy Harkey	Director of Institutional Effectiveness
Roxie Hill	Instructional Design & Technology Coordinator
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant
Deana Lehman	Director of Special Services
Chad Mueller	Government Instructor
Michelle Wood	Director of Continuing Education

- Not Present:

Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Shana Munson	Associate Dean of Instructional Services
Dina Neal	Psychology/Sociology Instructor
Richard Warren	Computer Information Science/Networking Instructor

▪ **Approval of Minutes**

- Deana Lehman moved to accept the August 30, 2010, October 5, 2010, & November 2, 2010 minutes. Karen Gragg seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
 - Committee members voted and approved the 2009-10 QEP Annual Progress Report on November 8, 2010 by electronic vote. The report was then approved by the College Effectiveness Committee on November 9, 2010 and presented to the President and Board of Trustees on November 11, 2010.
 - The Committee approved the Pilot Rubric on November 8, 2010 by electronic vote.
 - General Updates: Criquett Lehman presented the QEP to the Vernon Rotary Club on November 9, 2010. She will be attending the SACS Annual Meetings in Louisville, KY December 3-7, 2010. Pilot mid-year reports have been received and will be submitted to Dr. Johnston by tomorrow for stipend approval. Criquett Lehman will be giving a QEP Update at the Spring Semester All Staff meeting. The QEP is now on the Texas Higher Education Coordinating Board Accountability Report – we

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will use the information from the QEP Annual Progress Report to submit this portion of the report.

- Instructional Design & Technology Coordinator: Roxie Hill updated the committee members on the following items via Wimba Live Classroom.
 - Blackboard 9.1 training will take place December 13-17, 2010. These volunteers will then assist in training the all faculty. Trainings will be offered in the Spring semester beginning in February and will continue through the summer.
 - The VC Café has not offered college-wide professional development trainings this semester but has instead focused on individual and department trainings on requested technology or topics including Wimba, Qwizdom clickers, and podcasting.

- **QEP Evaluation Cycle**
 - The 2001-12 QEP Pilot applications were reviewed and suggestions for improvement or clarification were made. Brandi Ballard, Director of Student Relations, Stacy Lallmann, Student Billing Accountant, Margaret Patin, Mathematics Instructor, Angela Walker, PASS Center Coordinator, and Michelle Wood, Director of Continuing Education. Committee feedback will be given to the applicants, application revisions will be submitted to Criquett Lehman, and an electronic Committee vote will then be administered.
 - Spring meeting dates will be announced in January; they will be moved back to the 4th Monday of each month at 12:00 PM.

- **Adjournment**
 - Criquett Lehman adjourned the meeting at 1:48 PM.