

Minutes – Meeting 15
QEP Implementation Committee
Vernon College

July 1, 2010 ▪ 12:00 PM ▪ VER RM 425, 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/Interim Executive VC Foundation Director
Melissa Elliott	Director of Financial Aid
Betsy Harkey	Director of Institutional Effectiveness
Larry Jordan	Government Instructor
Deana Lehman	Director of Special Services
Chad Mueller	Government Instructor
Teresa Ramos	Child Development Instructor
Michelle Wood	Director of Continuing Education

- **Not Present:**

Katrina Brasuell	Pharmacy Technology Instructor
Cindy Coufal	English Instructor
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
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
Lynn Kalski	LVN Program Director
Stacy Lallmann	Student Billing Accountant
Mike McCoy	Economics Instructor/Distance Learning Representative
Shana Munson	Associate Dean of Instructional Services
Dina Neal	Psychology/Sociology Instructor
Richard Warren	Computer Information Science/Networking Instructor
Renee Wooten	Spanish Instructor

▪ **Approval of Minutes**

- Quorum was not met, Meeting 14: April 26, 2010 (Exhibit A) minutes were tabled until the next meeting.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
 - NISOD Update – Most colleges require all faculty to complete training before teaching online, many have mandatory professional development training for new faculty and staff; learned best practices for providing online training resources to faculty and staff on “their” time; learned best practices for creating a culture or campus wide attitude by printed materials, social gatherings, food, certificates, etc.; discussed Blackboard 9.1 with our contact John Floyd.
 - Discussed the possibility of creating a video to serve as the Fall pilot report to all faculty/staff.

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- Instructional Design & Technology Coordinator: Criquett Lehman updated the committee on behalf of Roxie Hill. Roxie has created an outline for the online FIC and will continue to work on the project this summer.
- **QEP Evaluation Cycle**
 - Chad Mueller, 09-10 QEP Pilot, gave a summary report to the committee:
 - As part of the project, his students submitted powerpoint projects that included pictures and audio. The overall scores when compared to the previous class showed an increase. Next year he will move to ePortfolios as an assessment tool, with the use of rubrics, instead of the traditional exams.
 - Criquett Lehman reviewed the QEP (Exhibits B & C) and noted where and how we are addressing each charge. Updates to the timeline will need to be made for the 2010-11 academic year.
- **Updates/Reminders**
 - The next meeting date is tentatively set for Thursday, July 29th. It may need to be rescheduled if Poise training conflicts.
- **Adjournment**
 - Criquett Lehman adjourned the meeting at 12:55 PM.