

**Minutes – Meeting 17**  
**QEP Implementation Committee**  
**Vernon College**

October 5, 2010 ▪ 4:00 PM ▪ VER RM 423, CCC RM 504

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement Plan at 4:07 PM.

- **Members Present:**

Katrina Brasuell	Pharmacy Technology Instructor
Melissa Elliott	Director of Financial Aid
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
Deana Lehman	Director of Special Services
Michelle Wood	Director of Continuing Education

- **Not Present:**

Michelle Alexander	Director of Institutional Advancement/Executive VC Foundation Director
Cindy Coufal	English Instructor
Greg Fowler	Division Chair- Behavioral & Social Sciences
Kristin Harris	Associate Dean of Student Services
Roxie Hill	Instructional Design & Technology Coordinator
Mark Holcomb	Division Chair- Information & Technology
Chad Mueller	Government Instructor
Shana Munson	Associate Dean of Instructional Services
Dina Neal	Psychology/Sociology Instructor
Richard Warren	Computer Information Science/Networking Instructor

▪ **Approval of Minutes**

- Quorum was not met, approval of August 30, 2010 minutes (Exhibit A) tabled until next meeting.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
  - The 2009-10 QEP Annual Action Plan results were reviewed, all objectives were achieved.
  - The Student Government Association is assisting with the name of the QEP student newsletter and with video clips for the QEP annual update.
  - Criquett Lehman presented at the North Texas Community College Consortium's (NTCCC) 5<sup>th</sup> Annual Outcomes and Assessment Conference on October 1<sup>st</sup>. The presentation focused on our first year of the implementation of our Quality Enhancement Plan (VConnected). Highlighted were our processes for promotion, on-going communication, the pilot program and assessment.
  - Pilot laptops, camcorders, Camtasia software, and avatar software are in and trainings have been scheduled.
  - CCSSE and SENSE have been ordered as a packaged discount for the 2011 calendar year.

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- Criquett Lehman is continuing to write the QEP Annual Progress Report and will have the final draft ready for review and approval at the next meeting.
- Committee members were asked to help recruit new pilot participants for the 2011-2012 academic year. Application deadline will be November 17, 2010.
  
- Instructional Design & Technology Coordinator: Roxie Hill updated the committee via Wimba on the following items.
  - The migration plan for Blackboard 9.1. Training will begin in the Spring with implementation to follow in Fall 2011.
  - The ESCR (End of Semester Course Review) data statistics pertaining to Wimba and Blackboard were shared with the Committee.
  
- **QEP Evaluation Cycle**
  - Criquett Lehman gave a summary of the progress of the QEP during the first year of implementation.
  - The QEP Implementation Committee Responsibilities that were recently submitted and approved by Dr. Johnston were reviewed.
  - The 10-11 Annual Action Plans (Exhibit C) were reviewed as they pertained to Priority Initiative #2 and September Timeline Item: Engagement findings incorporated in all student assessment tools, department surveys, program reviews, as part of planning and evaluation process. Each Committee Member was asked to examine and discuss how to strengthen the plans with their components.
  
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 4:35 PM.