

**Minutes – Meeting 18**  
**QEP Implementation Committee**  
**Vernon College**

November 2 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 4:05 PM.

- Members Present:

Katrina Brasuell	Pharmacy Technology Instructor
Greg Fowler	Division Chair- Behavioral & Social Sciences
Betsy Harkey	Director of Institutional Effectiveness
Dr. Gary Don Harkey	Dean of Instructional Services

Deana Lehman	Director of Special Services
Chad Mueller	Government Instructor
Richard Warren	Computer Information Science/Networking Instructor

- Not Present:

Michelle Alexander	Director of Institutional Advancement/Executive Director, Vernon College Foundation
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Cindy Coufal	English Instructor
Melissa Elliott	Director of Financial Aid
Karen Gragg	Division Chair – Math & Science
Kristin Harris	Associate Dean of Student Services
Roxie Hill	Instructional Design & Technology Coordinator
Mark Holcomb	Division Chair- Information & Technology
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant
Shana Munson	Associate Dean of Instructional Services
Dina Neal	Psychology/Sociology Instructor
Michelle Wood	Director of Continuing Education

▪ **Approval of Minutes**

- Quorum was not met, approval of August 30, 2010 (Exhibit A) & October 5, 2010 (Exhibit B) tabled until next meeting.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the committee on the following items.
  - Criquett Lehman will be videoing members of the Student Government Association for use in the QEP annual update.
  - Committee members were asked to continue to help recruit new pilot participants for the 2011-2012 academic year. Application deadline is November 17, 2010.
  - Criquett Lehman has been meeting with the 2010-11 Pilots on an individual basis for trainings on the new technologies and to update their projects as needed.
- Instructional Design & Technology Coordinator: Criquett Lehman updated the committee on the following items for Roxie Hill.
  - Migration toward “The Event” Blackboard 9.1 will begin in spring 2011. Instructor training sessions will be offered all throughout spring and summer 2011, details will be provided at a later date.

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- Faculty resource inventory trainings available via appointment, call Roxie at x2316 to schedule one on one or departmental trainings.
  
- **QEP Evaluation Cycle**
  - Criquett Lehman reviewed the 2009-2010 QEP Annual Progress Report (Exhibit C); quorum was not met, an electronic vote will be obtained.
  - The Pilot Project Rubric (Exhibit D) was reviewed; quorum was not met, an electronic vote will be obtained.
  - A presentation of the SENSE Benchmark Data was presented and reviewed by Criquett Lehman. A copy of the presentation will be sent to each committee member for further review.
  
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 4:25 PM.