

# the QUEST

Increasing student learning through improved engagement!

Quality Enhancement Plan Newsletter  
Volume 1, Issue 3

AUGUST 2009

## QEP GOAL

Increase student learning through improved engagement:

- \* Transform curriculum and instruction.
- \* Participate in professional development opportunities.
- \* Create a technology rich environment.

CRIQUETT LEHMAN  
Director of QEP



## Creating a Technology Rich Environment



### Services at Your Fingertips

As we begin another academic year, we thought it might be helpful to highlight a few services offered to you through My VC, the Vernon College Website, and Blackboard. Each service is listed below followed by a brief description as well as detailed instructions on how to access the service.

#### MY VC

First you must login to **My VC**: Click the My VC tab located on the top right-hand corner of the VC Homepage then enter your username and password (the same one you use to login to your computer every morning). Once logged in, the following services are available to you:

- \* **Pay Stub View**: click the "Employee Info" tab on the toolbar across the top of the page, select the date of the pay stub you would like to view, then click "View Selected Pay Stub". You will be able to view an itemized breakdown of deductions from your monthly paycheck.
- \* **Leave Balance**: to view your most recent leave balance including vacation, sick, and personal days click the "Employee Info" tab on the toolbar across the top of the page, scroll down to the "Employee Information" section, then click the "Review your deduction information" link. The leave balances are located at the bottom of the page followed by the date posted.
- \* **NEW FEATURE**: you can view your W-2 beginning with 2008 by clicking the "Employee Info" tab on the toolbar across the top of the page, select the date of the W-2 you would like to view, then click "View Selected W-2".
- \* **Online Purchase Requisitions**: to complete and submit a purchase requisition online, click the "Purchase Reqs DPS" tab on the toolbar across the top of the page, then select the "Requisition Entry" link. You also have the capability of tracking the status of your requisition.

- \* **General Ledger Account Lookup has MOVED**: this feature is now located under the "Purchase Reqs DPS" tab. To track your purchases click the "Lookup GL (general ledger) Account Information" link; select your account, fiscal year, and begin/end period; then click search. **TIP**: select the same account for begin & end account number, select "1" for begin period and "13" for end period to view all transactions in that account for the selected year.
- \* **Student ID Lookup**: under the "Home" tab you have the capability to lookup a student's Vernon College ID number if you have their social security number. Scroll down the page and select the "Student ID Lookup" tab then enter the SS#.
- \* **Class Rosters**: click the "Faculty Access" tab on the toolbar across the top of the page. Course rosters are located in the section titled "Faculty Access Links". Additional links include Course Availability and Grade Entry. **TIP**: click course roster, select the term, then select "Download Roster for Excel". This imports the Student ID, Student Name, and Student Email data into separate columns making it easier to sort your roster.
- \* **Faculty Forms**: these forms can also be accessed by clicking the "Faculty Access" tab. The Faculty Forms section is located on the right side of the page and includes links to the attendance report, withdrawal request, and load and listing forms.
- \* **Antivirus Software**: faculty and staff can download antivirus software on their home or personal computers for free. Click the "Anti-Virus Software" tab then select "Click here to download". This will serve two functions: assist with home security and help limit virus transfer to Vernon College computers.

#### VC WEBSITE

Visit our website at [www.vernoncollege.edu](http://www.vernoncollege.edu) and take a moment to view these services:

- \* **VC Email Access**: access your Vernon College email account from anywhere via the internet. Click the "Faculty & Staff" tab located on the toolbar across the top of the page, click the link "Email Web Outlook Access", then enter your username and password (the same one you use to login to your computer everyday).
- \* **Mileage Calculator**: when submitting travel, the mileage calculator will figure the amount of per diem you should receive for your trip. Click the "Faculty & Staff" tab located on the toolbar across the top of the page, click the link "Employee Information", then click the link "Official Texas Mileage Calculator".

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## Quote of the Month...

*"We cannot do,  
What we do,  
Without you!"*

GDH

## DID YOU KNOW?

The name of the Vernon College QEP is VConnected.



## Services at Your Fingertips Continued

- \* IT Work Orders: to submit an online request for IT assistance click the "Faculty & Staff tab, select the "IT Services" link, then select "Work Order". Once submitted you will receive an email confirmation.
- \* Microsoft Office 2007 Home Access: as an employee, you can purchase a copy of Microsoft Office 2007 for home use for \$7. The form for this service can be accessed by clicking the "Faculty & Staff" tab, select the "IT Services" link, then "Microsoft Work at Home".
- \* Twitter and Facebook: you can now follow Vernon College on these social networking sites. Simply go to the homepage and click on this link located on the right side of the page.
- \* Faculty or Staff Forms: standardized forms or documents you wish to share with your department or division can be posted in Blackboard and accessed by only those individuals you grant access to.
- \* Faculty or Staff Meetings: having trouble getting everyone together in one location at the same time? You can use Blackboard and Wimba Live Classroom to conduct meetings from your desk. Live Classroom also gives you the capability of sharing documents or web resources (e.g., agendas, video tutorials) during the meeting.
- \* Web Resource Page: you can use Blackboard to create a list of external website links for your students or staff. They, in turn, can access the website directly from this page without having to type the web address. This feature allows your students or staff to visit one location dedicated to this resource.



Follow Vernon College

### BLACKBOARD

Once logged into My VC, click the "Blackboard" link located in the toolbar on the left side of the page. Next click the "Login to Blackboard" link, then select the "Log In" tab, enter your username and password (as assigned by James Graham). Once logged in, the following services are available to you:

- \* Getting Started: submit an IT Work Order to James Graham requesting a course shell be added (if you do not have an existing shell).
- \* Wimba Live Classroom: once you have an existing course shell you have the capability to set up Wimba in one or all of your "courses". Click the "course" you would like to setup, select the "Build" tab located on the toolbar at the top of the page, then click the "Add Content Link" located in the middle of page. Next select "Wimba Classroom" from the drop down menu, click "Create Wimba Classroom" and follow the prompts - after this point, if confused, call Roxie!



For assistance or more information on any of these services please contact Roxie or Criquett. If we do not have the answer we can send you in the right direction.



## Transforming Curriculum and Instruction

### KNOW THIS.

Quality Enhancement at Vernon College is more than a method of reporting to SACS. Quality Enhancement is not just for pilot projects. Quality Enhancement is striving to do what we do *better* at Vernon College.

### CHRISTIE KNOWS

Coordinator of Marketing and Alumni Relations, Christie Lehman, uses [facebook](#) as a method of reaching out to Vernon College students and alum. She posts pictures, activities, important dates and more.

### KATRINA KNOWS

Katrina Brasuell, Pharmacy Technology Instructor, plans to use Blackboard to communicate with her students. She posts external links for her classes on one page for easy access for her students.

### HITT KNOWS

Health Information Technology Instructor, Ruth Rascon, uses Blackboard to host epacks from textbooks which include tests, diagrams, other interactive features.

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## Professional Development Opportunities

### Roxie's Connection



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Vernon Campus:  
Faculty Innovation Center  
Library RM 208

Century City Center:  
Faculty Innovation Center  
RM 505

The first two topics to be offered as professional development sessions through the VC Café are Wimba Basics and Social Networking. There is a 25 seat limit so come early and grab a chair! These sessions are available to all VC employees.

#### WIMBA BASICS

The one hour session will cover the following features/topics:

- \* Creating Wimba Live Classroom in your Blackboard course shell
- \* Adding and Managing content within Live Classroom
- \* Tips on archiving and streaming video within Live Classroom

The first session is next Tuesday, September 1st at 12:30 PM in RM 500 at CCC followed by sessions on September 2nd, 3rd, 16th, & the 18th.

#### SOCIAL NETWORKING

The one hour session will cover introduction and application ideas for the following:

- \* Facebook
- \* Twitter
- \* Blogging

The first session is Wednesday, September 9th at 12:30 PM in RM 702 at CCC. This is a bring your own computer session; however, the information provided will still be useful if you do not have a computer. Future sessions are scheduled for September 10th, 11th, 23rd, & the 25th.

Don't forget to check the website for the latest information on what the VC Café has to offer!

**TIP:** If you cannot reach us by phone, send an email and we will return your call ASAP.

#### Office Hours—Fall 2009

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>RH</b>	VERNON LIBRARY RM 209 9:00 AM – 11:30 AM	CCC RM 505 9:00 AM – 4:00 PM	CCC RM 505 9:00 AM – 4:00 PM	VERNON LIBRARY RM 209 9:00 AM – 4:00 PM	VERNON LIBRARY RM 209 9:00 AM – 12:00 PM
<b>CSL</b>	VERNON LIBRARY RM 209 9:00 AM – 4:00 PM	CCC RM 505 9:00 AM – 4:00 PM	VERNON LIBRARY RM 209 9:00 AM – 4:00 PM	VERNON LIBRARY RM 209 9:00 AM – 4:00 PM	VERNON LIBRARY RM 209 9:00 AM – 12:00 PM

Office Hours — Contact Info

#### THANK YOU!

We would like to thank the following individuals for their part in making the pilot summary video a success...

**Equipment:** Chris Bell, Sjhontont Fanner, Marian Grona, Nathan King, Rita Lee, and Mike Ruhl.

**Props:** Sjhontont Fanner, Mary Ann Noah, and Mary Snyder.

**Models:** Valerie Armstrong and the Volleyball Team, Kathleen Beavers and the CCC Cosmetology Students, Cathy Bolton, Vicki Bradley, Christie Lehman, Library Students, Will

Miller, Karla Munson, Mike Ruhl, Gina White, and Rachel Winship.

**Technical Support:** Gene Frommelt, Betsy Harkey, and Joseph Porciuncula.

...and of course the pilots for their great acting and project success AND for being such good sports!!

#### Pilots:

08-09: Greg Fowler, Larry Jordan, Lynn Kalski, Teresa Ramos, and Renee Wooten  
09-10: Cindy Coufal, Melissa Elliott, Mark Holcomb, Chad Mueller and Dina Neal.

We look forward to another great year!

