

**Minutes – Meeting 47**  
**QEP Implementation Committee**  
**Vernon College**

March 7, 2014 ▪ 10:00 AM ▪ VER 204/CCC 712

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 10:06 AM.

- **Members Present:**

Greg Fowler	Division Chair- Behavioral & Social Sciences
Marian Grona	Director of Library Services
Betsy Harkey	Director of Institutional Effectiveness
Stacy Lallmann	Student Billing Accountant
Shana Munson	Associate Dean of Instructional Services
Kathy Peterson	Lead Interpreter
Jane Robinson	New Beginnings Coordinator
Jason Scheller	History Instructor

- **Not Present:**

Brad Beauchamp	Mathematics Instructor
Misti Brock	English Instructor
Melissa Elliott	Director of Financial Aid
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

▪ **Approval of Minutes**

- The Meeting 45: February 21, 2014 minutes were tabled due to the lack of a quorum.

▪ **General Business Reports**

- QEP Director:
  - iPad Tracking through Run Biz – this committee and the Technology Committee will be sent instructions on how to install the Kaseya app. Once tested, an email will go to all supervisors requesting that the app be installed on all college iPads for tracking purposes.
- Instructional Design & Technology Coordinator: Roxie Hill informed the Committee that at the moment Blackboard is working best with Mozilla Firefox and Google Chrome browsers. Internet Explorer is causing certain errors.

▪ **QEP Evaluation Cycle**

- VConnected Team Update 2013-14: Jane Robinson completed a resource request form which is posted as a highlight on the homepage. She is in the process of creating a follow up survey to send to those students. Jason Scheller has piloted the flipped classroom model and is meeting with students via Blackboard Collaborate. Kathy Peterson is meeting with English faculty to determine the best method of promoting and using her resources.

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- Planning
  - The following documents were provided as resources when preparing a recommendation for the future QEP Planning Committee: Committee Purpose, Responsibilities, and Membership, Membership 2013-14, 2006 Planning Committee Summary.
- Assessment
  - The most current SENSE results are now reflected in the Key Performance Indicators of Accountability.
  - The committee was given a first look of the 2013 SENSE Benchmark Report. Criquett Lehman discussed the plan for distributing results to the college community.
- Professional Development
  - NISOD Opportunities (3) – An invitation will be emailed to all employees when we return from Spring Break.
  - The following sessions are being offered this month → 3/10 week: Publisher/Word – creating flyers, signs, and graphics; 3/24 week: Blackboard – Calendar Roll Back, Extended Testing Time; Video Series Appy Hour: iMovie.
- **Updates/Reminders**
  - Future Meeting Dates
    - Friday, April 11, 2014
    - Friday, May 2, 2014 (will be rescheduled due to GenTX day)
  - NISOD Conference – May 25-28, 2014
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 10:26 AM.