

**Minutes – Meeting 49**  
**QEP Implementation Committee**  
**Vernon College**

June 11, 2014 ▪ 2:00 PM ▪ Blackboard Collaborate

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 2:08 PM.

- Members Present:

Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Karen Gragg	Division Chair – Math & Science
Marian Grona	Director of Library Services
Roxie Hill	Instructional Design & Technology Coordinator
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant
Jane Robinson	New Beginnings Coordinator
Jason Scheller	History Instructor

- Not Present:

Brad Beauchamp	Mathematics Instructor
Misti Brock	English Instructor
Betsy Harkey	Director of Institutional Effectiveness
Dr. Gary Don Harkey	Dean of Instructional Services
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Shana Munson	Associate Dean of Instructional Services
Kathy Peterson	Lead Interpreter

▪ **Approval of Minutes**

- Melissa Elliott moved to accept the May 9, 2014 minutes. Jason Scheller seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman updated the Committee on the QERI. Recent projects include Student Services using a camcorder and Camtasia to capture student testimonials at the honors and graduation ceremony, Criquett and Roxie Hill providing clicker training to Student Services in preparation for Chap Express, the SmartBoard ordered for the Vernon Campus is being installed in room 306. The three NISOD participants reported a good conference and appreciated the opportunity. The new VC website will be going live at the end of the month.
- Instructional Design & Technology Coordinator: Roxie Hill informed the Committee that at Respondus Monitor training is scheduled for this month online.

▪ **QEP Evaluation Cycle**

- Planning
  - Recommendations will be provided in the next (final) meeting.

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- Assessment
  - The QEP Impact Report has been reviewed by the SACSCOC review team and also by this Committee. Once final edits have been made the Committee will have another opportunity to read/review.
  - For each pilot below, the End of Year Report and Draft Feasibility Review were discussed, suggestions made by Committee members, and feasibility was determined (based on the rubric) for each technology/engagement strategy.
  - Greg Fowler moved to accept the Feasibility Review for Brad Beauchamp’s project recommending the use of a SmartBoard as a technology tool. Joe Johnston seconded, motion was approved.
  - Joe Johnston moved to accept the Feasibility Review for Misti Brock’s project recommending the use of place based education as a teaching strategy. Jason Scheller seconded, motion was approved.
  - Greg Fowler moved to accept the Feasibility Review for Jane Robinson’s project recommending the use of the created resource list (outside opportunities for financial assistance) as an engagement strategy and web based electronic forms and Survey Monkey as technology tools. Jason Scheller seconded, motion was approved.
  - Greg Fowler moved to accept the Feasibility Review for Jason Scheller’s project recommending the use of Blackboard Collaborate as a technology tool to provide student engagement opportunities. Joe Johnston seconded, motion was approved.
  - Joe Johnston moved to accept the Feasibility Review for Kathy Peterson’s project not recommending the use video tutorials (in this specific case) to increase student learning at this time with a note that the Committee recognizes the potential ability of this resource to have a positive effect on student learning. Roxie Hill seconded, motion was approved.
  - Stacy Lallmann moved to accept the Feasibility Review for Deana Lehman’s project recommending the use video tutorials as a technology tool and the use of the existing professional development program as an effective method to educate faculty and staff. Jason Scheller seconded, motion was approved.
  - Jason Scheller moved to accept the Feasibility Review for Michelle Wood’s project not recommending the use of videos (in this specific case) as a technology tool and the assessment tools to determine effectiveness are not recommended. Stacy Lallmann seconded, motion was approved.
- Professional development continues to be offered this summer in the form of one-on-one or departmental trainings.
- **Updates/Reminders**
  - July – Review QEP Planning Committee Recommendations
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 2:53 PM.

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