

Minutes – Meeting 49
QEP Implementation Committee
Vernon College

May 9, 2014 ▪ 11:00 AM ▪ Blackboard Collaborate

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 11:03 AM.

- Members Present:

Misti Brock	English Instructor
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
Betsy Harkey	Director of Institutional Effectiveness
Dr. Gary Don Harkey	Dean of Instructional Services
Roxie Hill	Instructional Design & Technology Coordinator
Mark Holcomb	Division Chair- Information & Technology
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
Kristin Harris	Associate Dean of Student Services
Joe Johnston	Division Chair- Communications
Stacy Lallmann	Student Billing Accountant

▪ **Approval of Minutes**

- Meeting 46: February 21, 2014 – minutes were approved electronically via email on April 11, 2014 with 13 votes.
- Meeting 47: March 7, 2014 – minutes were approved electronically via email on April 11, 2014 with 13 votes.
- Meeting 48: April 11, 2014 Electronic Update

▪ **General Business Reports**

- QEP Director: The SmartBoard has been delivered to Vernon and will be installed in room 306. Handbrake video conversion software (free download) has been installed on all of the QERI laptops. Criquett Lehman updated the Committee on the Technology Committee's recommendations regarding the Technology Tool Rubric and the process.
- Instructional Design & Technology Coordinator: Roxie Hill informed the Committee that at Respondus Monitor will be piloted this summer. This will require students to have a webcam. Instructors will then be able to verify identity and monitor the student while taking an exam. The Professional Development Committee will meet the first of June.

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- **QEP Evaluation Cycle**
 - VConnected Team Update 2013-14: The end-of-year reports are due May 22, 2014. Once received a feasibility review will be completed and reviewed in the next meeting.
 - Planning: A copy of the SACSCOC Quality Enhancement Plan Guidelines was provided to all. Recommendations for the QEP Planning Committee will follow SACSCOC guidelines and membership will be representative of all across the College, final to be reviewed by Committee this summer.
 - Assessment
 - The Draft QEP Impact Report was reviewed with the Committee and feedback was requested by Tuesday, May 13th. A second review by the SACSCOC review team is scheduled for later this month.
 - Professional Development
 - NISOD Opportunities (3) – The following were approved electronically, via email vote of 13, to attend the conference: Arwyna Randall-Gay, Jason Scheller, Angela Walker.

- **Updates/Reminders**
 - Potential meeting dates for June were discussed, the meeting will be via Blackboard Collaborate.
 - NISOD Conference – May 25-28, 2014

- **Adjournment**
 - Criquett Lehman adjourned the meeting at 11:39 AM.