

**Minutes – Meeting 44**  
**QEP Implementation Committee**  
**Vernon College**

February 21, 2014 ▪ 11:00 AM ▪ Bb Collaborate

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 11:07 AM.

- Members Present:

Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Dr. Gary Don Harkey	Dean of Instructional Services
Roxie Hill	Instructional Design & Technology Coordinator
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 (Dept Mtg)
Misti Brock	English Instructor (Teaching ACRW Class)
Karen Gragg	Division Chair – Math & Science (Dept Mtg)
Marian Grona	Director of Library Services
Betsy Harkey	Director of Institutional Effectiveness
Kristin Harris	Associate Dean of Student Services
Mark Holcomb	Division Chair- Information & Technology
Joe Johnston	Division Chair- Communications

▪ **Approval of Minutes**

- Greg Fowler moved to accept the October 4, 2013 minutes. Kathy Peterson seconded, motion was approved.
- The November 15, 2013 Electronic Update was reviewed.

▪ **General Business Reports**

- QEP Director: Criquett Lehman gave an update a new product being researched called Atomic Learning. This product provided 1-3 minute tutorials on a variety of topics and has potential use in distance education and professional development.
- Instructional Design & Technology Coordinator: Roxie Hill informed the Committee that we are reevaluating some of our existing technology tools (e.g., brand of clickers) to determine whether there is a better product/solution available. She gave an update on the professional development reporting process.

▪ **QEP Evaluation Cycle**

- VConnected Team Update 2013-14: pilots are in the implementation phase of their projects.
- Planning
  - As the College moves to the next Quality Enhancement Plan this committee will become the QEP Planning Committee. The

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Implementation Committee was asked to think about potential members, charge, and responsibilities. Once determined, a formal recommendation will be made to the President. There was a brief discussion on the history of the planning of the first QEP. This item will be further reviewed in the next meeting.

- Assessment
  - The Technology Tool Rubric draft was reviewed with the Committee. It was suggested to add a section(s) that included an overview of what the technology does; define the technology; what is the ultimate goal as it impacts student learning?
  - SENSE Results – will receive the results at the end of the month. The Committee will have a first look next meeting.
- Professional Development
  - NISOD Opportunities (3) – Criquett Lehman will draft an invite to be reviewed by the Committee next meeting.
  - Spring Calendar → Video Series – Appy Hour: iMovie, Embedding Videos in PowerPoint, Videos in Bb Collaborate; Polling in the Classroom (online or f2f); Accommodations in the classroom; Reflector: Instructor Demos; Remind 101, New features in Bb: SafeAssign, Calendar Roll-Back; Extended Testing Time; Copyright; Publisher/Word: Signs, Flyers & Graphics; VC Habitat for Humanity (April 19)
- **Updates/Reminders**
  - Future Meeting Dates
    - Friday, March 7, 2014
    - Friday, April 11, 2014
    - Friday, May 2, 2014
  - NISOD Conference – May 25-28, 2014
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 11:38 AM.