

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

October 4, 2013 ▪ 11:00 AM ▪ VER RM 204, CCC RM 712

▪ **Call Meeting to Order**

- Meeting was called to order by Committee Chair Criquett Lehman, Director of Quality Enhancement, at 11:06 AM.

- Members Present:

Melissa Elliott	Director of Financial Aid
Greg Fowler	Division Chair- Behavioral & Social Sciences
Marian Grona	Director of Library Services
Roxie Hill	Instructional Design & Technology Coordinator
Kathy Peterson	Lead Interpreter
Joe Johnston	Division Chair- Communications
Jane Robinson	New Beginnings Coordinator
Jason Scheller	History Instructor

- Not Present:

Brad Beauchamp	Mathematics Instructor
Misti Brock	English Instructor
Karen Gragg	Division Chair – Math & Science
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
Stacy Lallmann	Student Billing Accountant
Shana Munson	Associate Dean of Instructional Services

▪ **Approval of Minutes**

- Greg Fowler moved to accept the September 6, 2013 minutes. Roxie Hill seconded, motion was approved.

▪ **General Business Reports**

- QEP Director: Criquett Lehman gave an update on the QE budget. There was a brief discussion on how future instructional technologies will be piloted and funded. This process will be overseen by the Technology Committee.  
Reflector Update – more instructors have requested to pilot this app. Run Biz is working out installation issues but once installed it seems to be performing well.
- Instructional Design & Technology Coordinator: Roxie Hill informed the Committee about a product called Respondus Monitor which further discourages students from cheating on online exams. Instructors currently use Respondus LockDown Browser to administer tests to students. This product is an extension of this and will be piloted in the Spring semester.

▪ **QEP Evaluation Cycle**

- VConnected Team Update 2013-14: currently working on purchasing all technology requested. Pilots are in the planning stage and are identifying their benchmarks for assessment.

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- Assessment
  - SENSE/SENSE Faculty – administration of the surveys has concluded, results will be received March 1<sup>st</sup>.
  - CCSSE results will be reviewed at the next Student Success by the Numbers (SSBTN) Committee meeting and at the October Board of Trustees meeting.
- The recently approved professional development requirements were reviewed with the committee. There was a discussion on the best way to make NISOD opportunities available and how to select/award these to faculty and/or staff. The October calendar was reviewed.
- **Updates/Reminders**
  - Future Meeting Dates
    - Friday, November 1, 2013
  - SENSE Faculty Survey Administration
    - September 30 – October 11
- **Adjournment**
  - Criquett Lehman adjourned the meeting at 11:29 AM.