

QEP Development Committee Meeting 15 Minutes

February 11, 2008

The QEP Development Committee Meeting was called to order at 12 pm in rooms 204 and 504 via ITV connection. Members present were Dennis Taylor, Nancy Smith, Marian Grona, Dean Johnston, Justin Miller, William Parker, Cindy Coufal, and Stacy Kuehn.

1. **Approval of minutes.** William Parker made the motion to approve the minutes. Nancy Smith seconded the motion. Motion passed unanimously.
2. **Budget.**

Cindy Coufal reported that still no response has been received about the proposed QEP budget. Dr. Kays said that she had given it to Dr. Thomas before the Christmas break and that it would be presented to the SACS Leadership Team in January.
3. **Pilot Progress.**
 - a. Roxie Hill reported that although the pilot is going well, students are hampered by a lack of cameras and microphones in room 503 (her lab setting). She also reported that she needed an external cd-dvd player/burner for her tablet. Cindy Coufal said she would follow up with Brenda Kays about providing the necessary equipment for maximum efficiency for the students involved in the pilot.
 - b. Marian Grona reported that she was moving forward with getting Pronto installed and working, but she was hampered by lack of cameras and microphones. They had been backordered but were expected to arrive soon.
 - c. Dennis Taylor asked student representatives William Parker and Justin Miller to describe their experiences thus far with the pilot course in biology. They reported that the group projects seemed more relative to learning than their usual experiences in the classroom. Marian Grona offered to order video production software and a camcorder for the library so that students would have an alternative location to work on their projects outside of class. Dennis Taylor offered to give his current equipment to the library to check out to students and to order new equipment for his pilot classroom.
 - d. Paula Whitman reported by e-mail that her pilot group did better on the first exam than her comparison group.
 - e. Joe Johnston shared earlier in the week a Preliminary Engagement Questionnaire that he had developed to administer as part of his pilot project.
4. **Assessment.**

Members agreed that CCSSE should be the overall determining factor of success of the VConnected project. However, concern was expressed that some individual assessment requirements were necessary—a balance between mandatory evaluation methods and freedom to choose what assessment tools were used needed to be discovered. Cindy referred members again to the Engagement Assessment Rubric Instrument Worksheet. She added a chart for VConnected participants to fill out as a standard of their assessment efforts. Stacy Kuehn suggested that participants be required to use 2-4 methods from the rubric for assessing engagement expectations. Quantitative data would be required in the “expected level of performance” column.

Members agreed that it would be a good system and will revisit the rubric at the next meeting. Members also agreed to provide the Student Engagement Survey for the Individual Classroom as a tool for collecting baseline data to VConnected participants.

5. **Wimba Training.**

Members agreed to propose April 10 and 11 as possible dates for professional training. Cindy will contact Sean Hessenthaler. Members willing to attend included Joe Johnston, Roxie Hill, Paula Whitman, Dean Johnston, James Graham, Nancy Smith, Marian Grona, Betsy Harkey, Jim Binion, Rita Lee, Cindy Coufal, and Stacy Kuehn. Bristi Cure had not yet been contacted. Student representatives were not asked to attend the training since it was focused on the teaching aspects of Wimba. Marian Grona offered to give up her seat so that another instructor could benefit from the training. Members agreed to fill the remaining 2-3 slots with other interested personnel such as Mike McCoy, Lynn Kalski, Jeff Feix, or a representative from the Business Office or Registrar's Office. Cindy also informed members that they would need a computer lab with cameras and microphones for the training.

6. **Curriculum Designer Job Description.**

Dennis Taylor presented the committee with a job description for the curriculum designer position that he and Paula Whitman had written. The committee praised these committee members for their product and offered no changes.

7. **Developing Issues.**

- a. Dean Johnston suggested that the committee consider identifying possible VConnected team members for next fall. Since the current pilot projects seemed to be on track, the committee agreed that adding new participants would only strengthen the project.
- b. Dennis Taylor suggested that the committee develop an official policy on how the VConnected team members should be paid for their release time. He will work on a policy with his division chair and bring his findings to the next meeting.

8. **Adjournment.** The meeting was adjourned at 1:00 pm with the next meeting being set for March 10, 2008 at 12 pm in rooms 204 in Vernon and 504 at Century City.