

QEP Development Committee Meeting 16 Minutes

March 10, 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, Marian Grona, Dean Johnston, Justin Miller, Mike McCoy, Roxie Hill, Rita Lee, Paula Whitman, James Graham, Jim Binion, Stacy Kuehn, Joe Johnston, and Cindy Coufal.

1. **Approval of minutes.** Dennis Taylor made the motion to approve the minutes. James Graham seconded the motion. Motion passed unanimously.

2. **Budget.**

Cindy Coufal reported that Dr. Kays had e-mailed her the following update on budget on February 25, 2008: "Gene Gooch and Donnie Purvis have filled in the IT portion of the budget that was missing. I've made a proposal on how to fund the entire budget (even the IT part). Dr. Thomas and the other Deans have reviewed the budget and funding proposal. Dr. Thomas will make mention of it at the Feb BOT mtg. and I believe formally bring it in March (Don't quote me on those dates.) Forge ahead—I don't see any reason why it should not be approved as compiled at this point I time. We need appropriate funds for the QEP and SACS mandates the QEP."

3. **Training Dates and Participants.**

- a. Training dates for Wimba have been officially set as April 10 and April 11 in room 503 at Century City. Fifteen sets of cameras and microphones have been purchased and installed in room 503. Jaime Green will be the trainer. Volunteers to participate in the training from the QEP Development Committee are

Betsy Harkey	Dean Johnston	Jim Binion
Joe Johnston	Nancy Smith	Paula Whitman
Rita Lee	Roxie Hill	Stacy Kuehn
Mike McCoy	Marian Grona	Cindy Coufal

Lynn Kalski and Theresa Ramos will attend as future pilot instructors. One member of the library staff will attend. James Graham will be available for technical support during the training.

- b. James Graham reported that his professional development to Orlando, FL., for Wimba training was beneficial.

4. **Maintaining Momentum of the QEP.**

Members discussed maintaining momentum for the QEP in the semesters between the site visit in Fall 2008 and actual implementation of Year 1 Fall 2009.

Members agreed on several points:

- a. The first round of pilots would continue working on their projects as paid pilot instructors and mentors for a second round of pilots.
- b. A second set of pilot instructors should be solicited and started on research and development of projects in the current semester for a new pilot cycle in Fall 2008 and Spring 2009.

- c. Intensive professional development on engagement should be the focus of professional development activities in both Fall 2008 and Spring 2009 as the basis for Year 1 to provide general knowledge for the entire college community.
 - d. The Curriculum Designer should be hired and ready to conduct large group, small group, and individual engagement training in Fall 2008.
 - e. The committee agreed that more information needs to be delivered to faculty and staff administering the CCSSE as to its importance and content.
5. **Payment for VConnected Projects.**

Because of some inconsistencies in payment for participation in pilot projects, Dennis Taylor and Gary Don Harkey researched current payment methods in both the Policies and Procedures Manual and the Faculty Handbook and reported their findings to the committee. No definition was found for extra service pay.

Therefore, the committee recommends that future VConnected pilot projects either be paid as release time (if the time counts as part of their regular teaching load) or as overload if the instructor fulfills the requirements of his teaching load with regularly scheduled classes. No VConnected team member should be paid extra service pay for participating in the QEP.

6. **Assessment Instruments and Methods.**

- a. Student Engagement Survey for the Individual Classroom. Betsy Harkey had earlier questioned whether the rating scale for activities should include numerical values rather than a frequency distribution range so that students would be able to give more specific feedback to the instructor for benchmarking purposes. Paula Whitman shared with members that CLASSI was available for free and would serve the same purpose but with a better research-based approach. Paula agreed to revisit her notes and the CLASSI itself and report at the next meeting.
- b. Engagement Assessment Rubric. Members returned to the discussion of whether or not pilot instructors needed a specific range of tools to use to assess engagement in their VConnected projects. The committee agreed to add a “minimum of 2” restriction to the Engagement Assessment Rubric instructions

7. **Curriculum Designer Job Description.**

The committee agreed to submit the Curriculum Designer Job Description to Dr. Kays as written by Dennis Taylor and Paula Whitman.

8. **QEP Director Job Description.**

The committee discussed the requirements for the QEP Director and expressed concern that such a rigorous position should not be filled as a part-time capacity. Cindy Coufal said she would draft the job description and the committee could revise it at the next meeting and make a formal recommendation at that point.

9. **Adjournment.** The meeting was adjourned at 1:35 pm with the next meeting being set for March 31, 2008 at 12 pm in rooms 204 in Vernon and 504 at Century City.