

## QEP Development Meeting #6

03/26/07

12:30 pm

On this the 26<sup>th</sup> day of March, 2007 at 12:30 p.m., the following members of the QEP Development committee were present for a meeting held in Room 310 of the Electra Waggoner Biggs Arts and Sciences Center on the Vernon College campus, 4400 College Drive, in the City of Vernon, Texas.

Cindy Coufal, (committee chair)

Paula Whitman

Nancy Smith

Joe Johnston

Dennis Taylor

Rita Lee

Dean Johnston

Betsy Harkey

Amilia Cato

Roxie Hill

Whitney Fontenot

Absent: James Graham, Jim Binion and Dean Brumley

1. Call the meeting to Order. – Cindy Coufal called the meeting to order.
2. Approval of previous meeting's minutes. Paula Whitman made the motion that the minutes for the previous meeting be amended to add under 7. A. Fall 2007 – Train Instructors for the Pilot and then continue with B. Spring 2008 – volunteer faculty will pilot the QEP. Rita Lee seconded. Motion Passed. Betsy Harkey moved to approve the amended minutes, and Paula Whitman seconded. Motion Passed.
3. Coufal presented CCSSE training session 2007 in Austin Texas May 22. Coufal pointed out that she would be attending both the NISOD conference, and the CCSSE training session and stated that administration would find the money for anyone wanting to attend either training. Joe Johnston explained to the other committee members what exactly NISOD is and that the conference was time well spent.
4. Coufal stated that the scheduled demonstration of Poise system had been postponed until sometime in April due to technical difficulties.
5. Horizon Wimba Voice Tools and Live Classroom. There will be a live demo on April 2 @ 1: 00 p.m. Coufal stated that she would contact IT to make sure that everyone's computers were able to access the live demo – handout.
6. Coufal gave a report from the Leadership Committee on the recommendations made by the QEP committee.
  - A. Timeline – has been changed to April 2, May 7, and October 1.

- B. Pilot 2007 Training- Coufal requested that Alex Passos be released from other commitments to assist in the training.
  - C. E-mail for students – needs to be specifically piloted to determine its usefulness. – Handout.
7. Definitions. There was an open discussion continued from last meeting on the definitions of Student Learning and Engagement that the committee would adopt as the official definition of the QEP Committee.
- A. Student Learning – Defined as “changes in students’ knowledge, skills, behaviors, and/or values that may be attributable to the collegiate experience.” This is the definition SACS provides. Dennis Taylor made the motion to adopt this definition and Rita Lee Seconded. Motion Passed.
  - B. Engagement
    - 1. Joe Johnston exhibited a survey that is currently in progress at Vernon College on student engagement. This survey reveals that Vernon College is in need of moving forward to meet the NSSE definition of engagement.
    - 2. The Role of Email as a Teaching Tool. –handout.
    - 3. Engagement defined as “the extent to which students participate in the proven educational processes that contribute to the outcomes” (NSSE). Nancy Smith made the motion to adopt the NSSE definition of engagement as is and Rita Lee seconded. Motion passed.
8. Budget. Coufal discussed that for the next meeting committee members need to begin thinking of what will be needed to achieve the QEP project. Betsey Harkey asked the question where would the money for the budget come from, Coufal answered that according the Gene Gooch there has been monies set aside for the QEP, and that it will become a line item on the overall college budget.
9. Vernon College Quality Enhancement Plan. – handout  
Coufal distributed the QEP as it exists to date, and brought to the committee a deadline to complete the QEP up to Chapter 3.
10. Coufal asked that the committee review the timeline, and budget items for the next meeting set for April 9<sup>th</sup> 2007.

There being no further business to come before the development committee at this time, the meeting adjourned at 1:45 p.m.