

## QEP Development Meeting #8

04/23/07

12:30 pm

On this the 23rd day of April, 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)

James Graham

Nancy Smith

Joe Johnston

Dennis Taylor

Rita Lee

Amilio Cato

Dean Johnston

Jim Binion

Chris McLain

Roxie Hill

Whitney Fontenot

Paula Whitman

Betsy Harkey

Absent: Dean Brumley

1. Call the meeting to Order. – Cindy Coufal called the meeting to order.
2. Approval of previous meeting's minutes. Nancy Smith made a motion to approve the minutes, and James Graham seconded. Motion Passed.
3. Coufal made report from her meeting with the Leadership committee. The Leadership committee seemed pleased with the progress that the QEP Committee had made. Dr. Ferrell stated that she will be giving the committee technical feedback on the presentation that Coufal made by April 23, 2007.
4. The Committee held an open discussion on the QEP timeline. While the committee recognizes that the timeline is necessary to guide and direct the QEP, it is a "living" document which must be flexible to accommodate changes in the project and process of the QEP. Dennis Taylor made the motion to approve the timeline as presented. Dean Johnston seconded. Motion passed.
5. Coufal wanted the committee to finalize the budget request for the QEP so that it could be presented to the Leadership Committee and the Board of Trustees as part of the annual budget process. Nancy Smith made the motion to approve the budget as presented. Rita Lee seconded. Motion passed. (proposed budget included)
6. Coufal asked for volunteers to devote a year (fall 2007, spring 2008) to developing pilot projects for improving engagement. Roxie Hill, Paula Whitman,

Joe Johnston, and Dennis Taylor agreed to conduct pilot projects for the upcoming school year.

7. Members of the committee expressed concern over losing Title III funding and not replacing those technical support personnel with full-time Vernon College employees. The Curriculum Designer position proposed by the QEP needs to be added to the support team rather than in lieu of lost technical support members. Coufal stated that she would express these concerns to the Dean of Instructional Services.

There being no further business to come before the development committee at this time, the meeting adjourned at 2:00 p.m., and set the next meeting date for TBA in the fall.

### QEP Budget Summary

Description	Planning Phase 2006-2007 (training pilot instructors Aug-Dec, finishing QEP)	Preparation Period 2008 (Jan.-May pilot/Aug.- Dec. assessment)	Years 1-5 2009-2014 Yearly Totals
<b>Curriculum Development</b>			
Release Time Fall 2007 Spring 2008	4 instructors x \$1,350=\$5,400 x 2 semesters=\$10,800	\$10,800	6 instructors x \$1,350=\$8,100 x 2 semesters=\$16,200
CCSSE training	0	0	0
Laptops for pilot instructors (cameras & microphones)	\$6,000	0	\$9,000
Travel (conferences, training)	\$10,000	\$12,000	\$16,000
Supplies	\$1,000	\$1,000	\$2,000
Classroom supplies	\$1,000	\$1,000	\$1,000
Software	\$5,000	\$7,500	\$10,000
Information Gathering (library, databases, data sharing opportunities)	\$5,000	\$7,500	\$10,000
Curriculum Designer	0	0	\$70,000
<b>Technology</b>			
Wimba	\$25,000	\$27,500	\$30,000
Peripheral Equipment 50 computers x \$60	\$3,000	0	0
Hardware (server, T1)	0	0	0
<b>Assessment/Other</b>			

CCSSE	\$4,500	\$5,000	\$5,500
Advertising	0	0	\$500
<b>Totals:</b>	\$71,300	\$72,300	\$170,200