

## QEP DEVELOPMENT COMMITTEE MEETING MINUTES

Monday, October 1, 2007

Interactive Video Classrooms

Vernon Campus and Century City Campus

Present were: Cindy Coufal – Chair, Joe Johnston, Rita Lee, Roxanne Hill, Dean Johnston, Dennis Taylor, James Graham, Nancy Smith, Paula Whitman, Justin Miller, and Chris McLain.

### I. Old Business:

#### Approval of Minutes

James Graham made the motion to accept the April 23, 2007 minutes as submitted, seconded by Nancy Smith. The motion passed unanimously.

### II. New Business:

#### A. Leadership Committee's feedback report

Dr. Ferrell recommended changing the order of the goals. Cindy Coufal discussed reasons for keeping the goals in the original order and the committee members agreed. Cindy will present reasons for priority of goals at next SACS Leadership Committee progress report.

Dr. Kays will rewrite the Directive Goals to include the QEP's mission and also to include information relating to Teaching and Learning.

#### B. Review Timeline

The QEP will continue in the planning phase through the end of 2007. In January, the Preparation Phase will begin. Pilot courses will be developed with some courses utilizing WIMBA. An Engagement Rubric will be developed to evaluate the pilot courses. Also, the committee will develop a plan to promote the QEP to students by talking about engagement.

#### C. Budget

Funding for the QEP was added to the regular budget lines that demonstrates integration of the QEP into the College's overall operations from the onset of the project.

#### D. Pilot Forms

The Leadership Committee wants formal documentation for the Pilot Project release time. Cindy referenced the draft form included in the Agenda Packet and asked for recommendations from the committee. She explained that the items listed under Targeted Outcome heading came from the CCSSE Report. Suggestions included:

Change Targeted Outcome: to Targeted Outcome: (check all that apply)

Remove item related to student support services for learners since Student Services will not be participating in the Pilot Project at this time.

Joe Johnston mentioned that some type of documentation may be required for the Title III project since funding from that grant will be used to purchase WIMBA.

Nancy Smith motioned that the form be approved with the above mentioned changes. Paula Whitman seconded the motion and it passed unanimously.

#### E. Student Survey of Instruction Recommendation

Cindy referenced the survey forms included in the agenda packet. She explained that the surveys need to include statements relating to technology and engagement in order to be included in the benchmark data for the QEP.

Committee members discussed the wording for the questions and finally decided to continue the work after the meeting dismissed. Committee members will communicate via e-mail until the questions are finalized. Then, the recommended changes will go to the October 29<sup>th</sup> Academic Council Meeting for final approval and implementation. The questions will be included in surveys completed beginning with the Fall 16-Week and Fall II semesters.

**F. Professional Development**

October 16<sup>th</sup> trip to Denton for WIMBA demonstration

**G. Assessment Update**

The Engagement Rubric will be developed in January and implemented in May. Qualitative focus groups utilize the CCSSE Report. The course feedback forms will address items of concern from the CCSSE Report.

**H. Pilot Reports and Concerns**

Dennis Taylor reported that his pilot class (General Biology) will meet on Mondays for lecture and on Wednesdays to work on group projects that will continue throughout the semester. Students will be randomly assigned to groups and they will receive assigned topics for their project. Peers will evaluate each project and the instructor will also grade the project.

Joe Johnston will utilize WIMBA as part of his pilot class assignment. The project based assignment will be presented by students in media, hard copy, discussion board or other formats.

Roxanne Hill said her pilot class project will allow students to utilize WIMBA to have access to current work environment technology giving them valuable training.

Paula Whitman will utilize clickers to demonstrate engagement, participation, and understanding in her pilot class.

**I. Universal Engagement Statement for Syllabi**

The committee will discuss the statement for the course syllabi that will address student engagement activities at a later meeting.

**III. Next Meeting**

The next committee meeting via ITV will be Monday, November 5, 2007, from 12:00-1:00.

**IV. Adjourn:**

Dennis Taylor made the motion to adjourn, unanimously accepted by the committee.