

## QEP DEVELOPMENT COMMITTEE MEETING MINUTES

Monday, November 5, 2007

Interactive Video Classrooms

Vernon Campus and Century City Campus

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

### I. Old Business:

#### Approval of Minutes

Dennis Taylor made the motion to accept the October 1, 2007 minutes as submitted, seconded by James Graham. The motion passed unanimously.

### II. New Business:

#### A. Pilot Progress

The four VConnected team members reported that they were developing strategies for their pilot courses next spring and acquiring hardware and supplies. Joe Johnston and Roxie Hill reported that they had been able to create a Live Classroom environment in WebCT. James Graham has been working with the library to create a Live Classroom environment outside of WebCT. Paula Whitman had not had her camera and microphone installed yet, but Jim Binion said he would take care of installation. Cindy Coufal reminded the VConnected team to turn in their Pilot Proposal Forms.

#### B. Assessment Cycle

Members discussed the Assessment Cycle chart. Betsy Harkey recommended that it be considered a “living document” in that changes would have to be made after the first cycle and questioned whether the kinds of report forms needed to be more specific. Paula Whitman expressed concern about the need for specificity in how pilot proposals were considered in future projects. She expressed the need for some sort of diagnostic tool to help instructors determine their weaknesses before making a proposal. Joe Johnston mentioned the possibility of using the CLASSE as a pre-pilot diagnostic tool. Betsy Harkey made the motion to accept the Assessment Cycle chart as presented reminding the committee members that it would change as the QEP progresses, seconded by Nancy Smith. The motion passed unanimously.

#### C. Adding a Library Pilot

Cindy Coufal explained that the QEP Development Committee received a request from Marion Grona, Director of Library Services, to add Library Services as a pilot project. She would like to test whether Live Classroom can increase the level of accessibility to a librarian at several library locations. Jim Binion made the motion to add the library to the VConnected pilot team, seconded by Rita Lee. The motion passed unanimously.

#### D. Laptops for VConnected Team Members

Cindy Coufal reported that despite some confusion with the purchasing process and lack of direct budget lines for the QEP, purchase requisitions had been received by the Title III director. Joe Johnston was commended on working diligently to get the 3 tablets and 1 laptop ordered. It was an

observation that the current purchasing process is confusing and cumbersome because too many people are involved. It was noted that the problem should dissipate when direct budget lines are established for the QEP.

**E. Cameras and Microphones for Labs**

The committee decided to table a decision on where the cameras and microphones will be installed for student use until the next meeting. Roxie Hill asserted that Workforce students have direct assignments and need access to this equipment at the college. Concern was expressed over unmonitored usage by students and where the most effective locations would be.

**F. Staff Development in January**

Cindy Coufal informed the VConnected team members that Dr. Kays had asked them to explain their engagement projects to the staff and faculty at staff development. Engagement will be the focus of staff development.

**G. Budget Meeting** Cindy Coufal informed the committee that Dr. Kays had asked to visit with her regarding the QEP budget for the next five years to present to Dr. Thomas. Members expressed an interest to be included in the meeting on Monday, November 12, 2007 and set that date as the next committee meeting. Paula Whitman expressed concern that more money should be added to the hardware lines to prevent connectivity issues for students.

**III. Next Meeting**

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

**IV. Adjourn:**

James Graham made the motion to adjourn, unanimously accepted by the committee.