

## QEP DEVELOPMENT COMMITTEE MEETING MINUTES

Monday, November 12, 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. Guests were Dr. Brenda Kays and Dr. Dawn Ferrell.

### I. Old Business:

#### Approval of Minutes

Nancy Smith made the motion to accept the November 5, 2007 minutes as submitted, seconded by Paula Whitman. The motion passed unanimously.

### II. New Business:

#### A. Cameras and Microphones for lab settings

The committee discussed how open labs outfitted with cameras and microphones could be used by students. Roxie Hill explained that her students would need the labs to complete their coursework. Paula Whitman expressed an interest in using open labs for students to utilize her on-line office hours. Speech and Spanish instructors will eventually use Live Classroom as a component for on-line assignments. While it appears that the Vernon campus may be able to provide some lab time in its existing labs, Century City is in need of additional lab space where students can use the microphones. All labs would need a laboratory assistant to man them to protect the equipment. The committee decided to ask Dr. Kays to order 50 webcams and 50 headset microphones to be divided between Vernon and Century City labs. The committee also discussed adding a lab assistant for each location in the proposed budget. It was also recommended that open labs be added to future budget planning.

#### B. QEP Budget

Dr. Kays conducted a line-item discussion for a proposed 6-year budget (Preparation Year and 5 QEP Years) to present to Dr. Thomas. Cindy Coufal explained that purchasing for the QEP pilot projects had been difficult because of the number of approvals necessary in the purchase requisition process. Discussion was held over who would be responsible for running the QEP after the implementation began. Members of the committee discussed the need for a 12-month curriculum designer on a faculty contract, and the need for a QEP director as well. It was noted that the curriculum director actually needed to be hired for the 2008-2009 year so that s(he) could be a part of the pilot process. The committee members did not think that the QEP director needed to be a full-time position and also noted that a job description would need to be developed for the position. Dr. Kays will develop the budget discussed and submit it to the QEP Development Committee for approval before presenting it to Dr. Thomas.

#### C. Committee Meeting with Dr. Johnson

Dr. Ferrell informed the committee members that Dr. Mike Johnson, the SACS representative, would be coming to campus on Tuesday, November 20, 2007, to discuss Vernon College's overall SACS progress. Members of the

QEP Development Committee were encouraged to meet with Dr. Johnson at 1:15 p.m. Cindy Coufal will present a 10-minute overview of the QEP and then the rest of the hour will be spent answering questions and sharing concerns.

**III. Next Meeting**

The next committee meeting will be Tuesday, November 20, 2007, from 1:15 until 2:15 in the Boardroom.

**IV. Adjourn:**

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