

QEP Development Committee Meeting 12 Minutes

December 3, 2007

The QEP Development Committee Meeting was called to order at 12 pm in rooms 425 and 300 via ITV connection. Members present were Dennis Taylor, Paula Whitman, James Graham, Nancy Smith, Marian Grona, Dean Johnston, Chris McLain, Justin Miller, Betsy Harkey, Roxie Hill, Rita Lee, Cindy Coufal, and Joe Johnston.

1. **Approval of minutes.** Paula Whitman made the motion to approve the minutes with the one correction of the term “curriculum director” to “curriculum designer” under item II, B. James Graham seconded the motion. Motion passed unanimously.
2. **Budget.**
 - a. Members discussed the 5-year budget as presented by Dr. Kays. Betsy Harkey recommended including the statement that as Student Learning Outcomes are developed, items may need to be added or amended to accommodate changes in direction of the QEP.
 - b. The committee recommends that the CCSSE fees be included in all five years even if funding is expected to be paid by an outside source.
 - c. The committee observed that if the number of participants increases as per Dr. Johnson’s recommendation, certain line items (release time, laptops, travel, supplies, and classroom tools) must also be adjusted to accommodate the extra participants’ needs.
3. **Student Learning Outcomes.** After much discussion about outcomes for the QEP, several ideas developed about how to best develop student learning outcomes (SLO) for the project. One idea was to use the 9 CCSSE constructs that Vernon College fell well below the mean in comparison to its cohort. Another idea was to make the 5 CCSSE benchmarks into general outcomes. Joe Johnston reminded members that CCSSE was not the only focus of the engagement project and that the student learning outcomes did not necessarily have to be tied to exact constructs. Chris McLain commented that he did not want to be assigned extra projects or group projects simply because it was a student learning outcome. He challenged the committee to think about the experience that was to occur in the classroom instead. Betsy Harkey reminded the members that the SLO needed to be tied directly to the goal of the QEP. Members decided to combine the parts of the 3-part goal into one stated goal that emphasized engagement. Members also decided to focus on the essence of the QEP and make SLO’s from those ideas:
 - a. The amended goal statement reads: The goal of Vernon College’s QEP is to increase student engagement through transforming curriculum and instruction, providing innovative professional development opportunities, and creating a technology rich environment for instructional and student support services.
 - b. The three student learning outcomes developed are
 - i. Students will actively participate in class activities.
 - ii. Students will work with classmates, faculty, and support personnel on designated tasks.

- iii. Students will interact with faculty and staff to enhance their learning experiences.
4. **Adjuncts.** The committee agreed with Dr. Johnson's comments about including adjuncts on the committee and in the pilots themselves. They commented that it might be difficult to get adjuncts to participate unless they were paid to do so. Some adjuncts the committee members recommended who might be willing to serve were Stacy Kuehn, Bristi Cure, and Teresa Ansley. Cindy Coufal will check with them about serving.
5. **Number of participants.** Cindy Coufal informed the committee that she had asked Dr. Kays to increase the number of participants in the VConnected projects each semester. The committee recommended that all corresponding budget items be increased to reflect the additional members.
6. **Application of Student Learning Outcomes to VConnected Projects.** Cindy Coufal said that after a conversation with Paula Whitman about how the individual pilots would choose an area of focus, it would be best if the VConnected team members could survey their students first over CCSSE constructs that correspond to the student learning outcomes to pick their personal areas of weakness. Those weaknesses could guide and direct the outcomes targeted by the team members in their projects.
7. **Adjournment.** The meeting was adjourned at 2:30 pm with the next meeting being set for January 8, 2008 at 10 am in the same rooms.