

## QEP Development Committee Meeting 17 Minutes

March 31, 2008

The QEP Development Committee Meeting was called to order at 12 pm in rooms 204 and 504 via ITV connection. Members present were Dennis Taylor, Marian Grona, Dean Johnston, Justin Miller, Mike McCoy, Roxie Hill, Rita Lee, Paula Whitman, Stacy Kuehn, Joe Johnston, Nancy Smith, and Cindy Coufal.

1. **Approval of minutes.** Dennis Taylor made the motion to approve the minutes. Nancy Smith seconded the motion. Motion passed unanimously.

2. **Training Dates and Participants.**

- a. Training dates for Wimba have been officially set as April 10 and April 11 in room 503 at Century City. Volunteers to participate in the training from the QEP Development Committee are

Betsy Harkey	Dean Johnston	Jim Binion
Joe Johnston	Paula Whitman	
Rita Lee	Roxie Hill	Stacy Kuehn
Mike McCoy	Marian Grona	Cindy Coufal

Lynn Kalski, Teresa Ramos, Larry Jordan will attend as future pilot instructors. One member of the library staff, Patti Jouett, will attend. James Graham will be available for technical support during the training.

3. **New Pilot Project Proposals.** Cindy sent an e-mail on March 27, 2008 to all members of the college community inviting participants to apply for a second round of engagement pilot projects. Proposals are due by April 11, 2008. The committee will review those proposals on April 28, 2008. The committee also recommended that Cindy distribute an engagement article entitled, "New Directions for Teaching and Learning" to all applicants as background information for engagement.

4. **Staff Development Fall 2008.**

Members discussed the importance of staff development in August 2008 as the beginning of engagement efforts for the entire college community to provide general knowledge. Members agreed on several points:

- a. The way that this staff development is conducted should serve as a model for all future staff development sessions. It must model engagement practices.
- b. A professional presenter should be hired to present to the entire college community on the Friday of staff development. Eric Jensen and Marcia Tate were two names recommended by Joe Johnston from his research on engagement. Pilot participants will also give very brief feedback on the results of their efforts the previous year.
- c. The Tuesday of staff development week should concentrate on faculty and engagement training. A professional presenter should conduct the morning session to all faculty, and the divisions should break out in the afternoon for a more "hands-on" approach to lesson planning for engagement.

- d. Adjuncts must be invited to this staff development! They should be paid a stipend to compensate for their missing their “day jobs;” they should be paid mileage and per diem as well.
  - e. More information needs to be delivered to faculty and staff administering the CCSSE as to its importance and content. In the future, days will need to be added to the calendar for assessment processes.
  - f. If possible, a member of the QEP Development committee should be paid a stipend over the summer to develop activities and coordinate efforts for this important week.
5. **Benchmarking Efforts.**  
Paula Whitman presented the committee with copies of the CLASSE survey both for faculty and students. This tool is free with a signed agreement. Members agreed to use this instrument for benchmarking purposes beginning in the 2008-2009 school year for pilot projects and to slowly implement it through division chairs and eventually the entire college as an evaluation tool to diagnose, predict, and gauge engagement efforts and future projects. Cindy will ask Dr. Kays to sign the license agreement. Questions about responsibility for its scoring and dissemination of results will need to be resolved by Dr. Kays.
6. **QEP Director Job Description.**  
The committee discussed the requirements for the QEP Director and expressed concern that such a rigorous position should not be filled as a part-time capacity. Cindy Coufal said she would finalize the job description written by the committee and let Dr. Kays decide how best to cover the responsibilities needed to maintain the QEP and its SACS requirements.
7. **Adjournment.** The meeting was adjourned at 1:35 pm with the next meeting being set for April 14, 2008 at 12 pm in rooms 204 in Vernon and 504 at Century City.