

## QEP Development Committee Meeting 20 Minutes

September 22, 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, Benjamin Powell, Mike McCoy, Roxie Hill, Rita Lee, Joe Johnston, Nancy Smith, Jim Binion, James Graham, Renee Wooten, Larry Jordan, Greg Fowler, Teresa Ramos, Gary Don Harkey, Jennifer Coble, Jeremy McLain, Paula Whitman, Betsy Harkey, and Cindy Coufal. Guests from the Leadership Committee were Gene Gooch, John Hardin, and Joe Hite.

1. **Approval of minutes.** Dennis Taylor made the motion to approve the minutes. Marian Grona seconded the motion. Motion passed unanimously.
2. **Payment for Non-Faculty Projects.** Gene Gooch and John Hardin informed the committee that the President's Council had met to discuss the procedure for payment of non-faculty participants in VConnected projects. They had formulated a plan that needed to be integrated into the pilot proposal form. The President's Council will formalize the plan and send a copy to the QEP Director for integration into the pilot proposal form.
3. **Pilot Follow Up Form.** Cindy explained to the committee that during the new pilot orientation session, Greg Fowler suggested a follow up form as a way to document progress of the pilots from initial proposals to implementation in the spring. Cindy gave the committee a proposed follow up form which was accepted with the change of making the due date December 1 rather than the 15<sup>th</sup> so that all supplies and tools could be ordered before the semester break.
4. **Orientation for new committee members.** After Cindy gave a brief description and history of the QEP project, new student committee members asked questions about the QEP.
5. **QEP Director.** Gene Gooch and John Hardin informed the committee that the Leadership Team had committed to finding the money to fund the full-time QEP Director position to be filled in January. That money had been pledged by the past College president, but was not reflected in the QEP budget. Cindy Coufal said she would post the job announcement with the human resource office. Dennis Taylor pointed out the need for a current QEP Director to maintain momentum of the project. Student Benjamin Powell also reiterated the need for a training period for a new director.
6. **Adjournment.** The meeting was adjourned at 1:15 p.m. with the next meeting being set for the QEP Development Committee and the newly formed QEP Implementation Committee for Oct. 13, 2008 in rooms 204 in Vernon and 504 at Century City.