

Minutes of the QEP Implementation Committee
Via Compressed Video on the Christanna and Daniel Campus
Thursday, April 17, 2008
1:30 p.m.

PRESENT: Jack Ancell, Kelley Barnes, Blair Potts, Elizabeth Elam, Liz Grizzard, Crystal Jones, Stanley Johnson (presiding), Ashley Leslie, Leigh Moore, Robert Owens, Chad Patton, Krystal Pollack, Martha Reed, Joan Tuck, Anne Yancey

- Crystal Jones stated that additional people who have been assigned to the sub-committees have been reported and sent out.
- Robert Owens gave report on Goals 1 & 6. Joan Tuck reported that the DDLG is still in draft form. It is at the state level for recommendations. Dr. Owens requested that it be sent to him in electronic form and Joan Tuck agreed to do this.
- Blair Potts and Ashley Leslie reported on Goal 3. Ashley reported that READI Assessment (Readiness for Education At a Distance Indicator) is a web based product that is recommended by the sub committee as Southside's online assessment tool. Per Peter Hunt, the product should be budgeted for next year. Blair is checking on actual cost. The program will be piloted from mid-November to mid-December, 2008 when placement testing is done. Also, recommends that the pilot be incorporated as an assignment into Fall SDV classes during the pilot month. Criterion 4 needs to be discussed more.
- Stan Johnson reported on Goal 4. Will send proposal to all faculty to get recommendations. Blair Potts suggested to make students unavailable who drop classes and not remove them as stated under Optional Best Practices (#1).
- Chad Patton reported for Brent Richey on Goal 5. Counseling, Financial Aid and Registration now have a chat button available. VCCS is interested in seeing how this works. Joan Tuck stated that pages 21-24 of the Guidelines & Best Practices documents may be of some help in this area. No written report available for this goal.
- Leigh Moore reported on Goal 7. Joan Tuck informed the group that Dr. Yoder has criterion 1 posted on his intranet site.
- Kelley Barnes reported on Goal 11. A Web Master was hired and his work is complete. She will get with Chad Patton to talk about surveying a target group to get feelings on how the website is working and to make suggestions if needed for improvement. The Web Committee recommended using Microsoft Word '07 for augmenting faculty web pages. Money has been budgeted to train faculty on using this product. Concerns were expressed about who might be hired to do the training. This will be sent back to the committee for further discussion.
- Crystal Jones reported on Goal 12. Chosen to wait until Breeze product has been upgraded before training faculty on this product. Ashley Leslie has been invited to enroll in a Distance Learning Boot Camp course for faculty who want to teach online courses. She will pilot a class this summer. Two faculty

members from each college will be able to attend the pilot course. This is a CEED grant for all VCCS.

- Elizabeth Elam reported on Goal 13. Recommended developmental English classes to not be taught online. Developmental Math students seem to do better with online courses. She will get with Chad Patton on getting together developmental Math outcomes.
- Chad Patton reported on Goals 8, 9 & 14. Will look at response rate after this semester and compare to past semesters. QEP will be assessed annually and will be part of our planning.
- Subcommittees scheduled to meet May 12, 2008, 1:30 – 3:30 p.m. on the Daniel Campus.
- Crystal Jones will get copies of the QEP Implementation deadline dates to everyone.
- Written reports from today's meeting should be given to Crystal Jones and she will send them to Anne Yancey.

The meeting was adjourned at 2:30 p.m.