Committee Members: Susan Evans, Rita Phillips, Ken Fairbanks, Karla Yates, Jason Settle, Shawn McReynolds, Monique Cabiness, Natasha Puckett, Tracy McAfee, Jamie Edwards

Committee Members Present: Susan Evans, Rita Phillips, Ken Fairbanks (phone), Karla Yates, Shawn McReynolds, Monique Cabiness, Natasha Puckett, Tracy McAfee

Meeting Dates: January 20, February 10, February 24, March 9, March 30, April 20

Committee Charges for Spring 2016

a. Finalize content and structure of Tiered Professional Development Plan
   - Committee members looked at the Tiered PD Plan as presented in the official QEP document and agreed to move the Quality Matters (QM) Applying the QM Rubric to Tier 1 from Tier 2
   - Committee agreed with recommendation in original QEP document to require all FT WCC faculty to be Tier 1 certified
   - Committee discussed the financial implications of putting QM course in Tier 1 and it be required. All agreed it should be funded by WCC.
   - Committee discussed current structure, offerings, availability of TOTAL courses
   - Committee recommended that we create an in-house structure for offering the TOTAL courses at WCC
   - A budget outlining cost of QM and in-house TOTAL course offerings needs to be created
   - Five-year plan should be developed
b. Work with appropriate administrators to establish a timeline for implementation of Tiered PD Plan
   • Committee recommended that all FT faculty be required to complete Tier 1, phased in over five years
   • Should be included in the Faculty Professional Development and Evaluation APPDO structure

c. Create WCC4ME course included in Tier 1 certification
   • Committee discussed purpose of this course and how to begin construction
   • It was recommended that all committee members take the Online Learning Success module to determine what material from that course could be the foundation for WCC4ME course.
   • All committee members would be enrolled in an SDV section containing OLS
   • All committee members could use the free username and password to assess themselves using SmarterMeasure

V. Next meeting-February 10 (cancelled due to weather) Galax Hall Conference Room 12:30