Members in attendance included:

Katherine Asbury
Jamie Edwards
Susan Evans
Ken Fairbanks
Teresa Galyean
Kent Glindemann
George Mattis
Shawn McReynolds
Rita Phillips
Natasha Puckett
Keisha Stuart

Members not in attendance included:

Jenny Buchanan
Crystal Goad
Lorri Huffard
Renee Thomas

The meeting was called to order by committee chair Teresa Galyean at 12:30 p.m.

I. Approval of Minutes

The minutes for the February 11, 2015 meeting were presented for approval. Ken Fairbanks made a motion to approve the minutes as presented. Kent Glindemann seconded the motion, and the motion was approved. The minutes for the March 4, 2015 meeting were presented for approval. Rita Phillips made a motion to approve the minutes as presented. Susan Evans seconded the motion, and the motion was approved.

II. Old Business items (subcommittee reports)

a. SACSCOC – Lead Consultant recommendation

Ken indicated that he had been working on finding a Lead Consultant. Rita said that she had contacted Germanna College and might have a good prospect. Teresa said that Mary Kirk would like that information ASAP. The committee will get that information as soon as possible.

b. Marketing

Susan had worked with student services and the SGA and a t-shirt had been designed by the SGA students that would incorporate Spring Fling, Earth Day, and QEP.

Ken had spoken with Karen Hawkins about purchasing 1,000 flash drive bracelets that would be preloaded with info for students. Some of the suggestions were frequently asked questions from the chat, advisors, handbook, and helpful links. A definite logo would be needed in 2-3 weeks that could also be used as cover art for the SDV book.
c. SDV

Natasha Puckett gave an update on the SDV Committee. The committee had talked of possibly adding Tracy McAfee and April Mullins. The committee also had a couple of questions about what will happen once the students are identified and when the assessment will take place, during orientation or previous to beginning the course? The committee also discussed adding faculty to the QEP Blackboard site or creating a new Blackboard site and/or web page to help get everyone informed about the QEP.

d. Goals

Teresa Galyean presented Goals to be approved. The question was posed was it too early to set goals? It was stated that new online learning at WCC is the focus, we will improve WCC online learning by redefining SDV and redefining best practices for all online classes through QM++. After some discussion it was agreed that three broad goals could be approved. Ken Fairbanks made a motion that the three broad student goals be approved as follows:
1. Increase student readiness for online learning
2. Increase student knowledge of available support for online learning success
3. Increase student use of available support for online learning success

Jamie Edwards seconded the motion and the motion was approved.

Discussion then led to the best way to disseminate the three student goals, possible ideas were town hall meeting with ice cream, cookies, coffee, or doughnuts, or a skit. It was also discussed how to best reach our off site campuses.

e. Distance Learning Courses – Susan Evans

Kent has a list of online classes for Fall 2014 and Spring 2015. Martha is working with systems offices on a query. They are looking to find the highest number of online learners. Susan is helping to find the query thinking that there is one already available.

f. Faculty and staff professional development – Rita Phillips

The committee is looking to get approval for 4 – 7 people to attend the SACSCOC conference in Florida is July. This group would have the opportunity to meet with Dr. Kirk and others in the same situation looking at question the visiting teams may be asking.

III. Other items

a. Heritage center is available for May in-service. Foundation will cover the cost of the facility and Jamie Edwards will cover the cost of the meal through his division.

b. Teresa and Jenny met about the budget. They are looking at $43,000+Title III which brings the total to approximately $60,000. The budget was submitted to Ron Proffitt. The cost of the flash drives will be partially covered by Student Services.
IV. New Business
   a. Teresa Galyean will be stepping off of the QEP committee.
   b. Rita and Susan will possibly become co-chairs.

V. Upcoming Meeting date
   a. The upcoming meeting date was changed from April 15, 2015 to April 17, 2015 at 9:30am in Grayson 219.