

MEMBERS PRESENT

Roger Dixon, Victoria Guarisco (chair elect), Milton Ivery (Chair), Paul Johnson, Pella Murphy, Susan Phillips, Terry Sanders (recorder), Nanette Sayles, David Sidore, Randy Spaid, Vickie Stuckey, Stephen Taylor,

GUESTS PRESENT

DR. NEIL RIGOLE REPRESENTING PROVOST/VPAA, DR. MONICA YOUNG-ZOOK (UPDATING QEP DOCUMENT).

MEMBERS ABSENT

ANGELA BICKFORD (EXCUSED), JOSHUA HARRELSON (EXCUSED), DR. MARTHA VENN (EXCUSED) JOHNATHAN YERBY (EXCUSED)

ITEMS OF BUSINESS

1. The chair called the meeting to order at 2 PM.
2. The agenda for meeting 5 and the minutes for meeting 4 were approved unanimously
3. The chair recognized Dr. Monica Young-Zook to discuss the QEP (Quality Enhancement Plan) required by SACS.
 - a. Dr. Young-Zook distributed a handout to committee members. (see attachment) The attachment included information regarding resources for specific writing abilities in specific disciplines, the necessity of an electronic portfolio system and the necessity of a task force to evaluate and recommend a path forward.
 - b. Roger Dixon inquired into the budget for an electronic portfolio.
 - c. Dr. Young-Zook told the committee a budget was currently being evaluated.
 - d. The committee discussed the following issues.
 - i. Can a task force be established before SACS visit
 - ii. Email college faculty to invite comments
 - iii. All areas of the campus should be represented
 - iv. Schools at MSC should submit samples to be used in a writing course
4. The chair called for a vote to establish a task force, second by Victoria Guarisco. Vote was unanimous.
5. The chair recognized Dr. Neil Rigole for a report on D2L (Desire to Learn). Dr. Rigole reported on the first migration task force meeting of Feb 3, 2012. MSC is in implementation group two for D2L meaning a live date by January 2013. Faculty training will be accomplished by the "train the trainer" concept. Representatives of the faculty will attend training and trainers for each school will be assigned.
6. Roger Dixon reported relocation of Smart Boards in some classrooms would not be

4. Podcasts
5. Respondus

Roger Dixon updated the committee on OTR involvement in the new student center and dormitories. College station will be on an entirely separate network (RESNET). Roger will look into MSC-TV being moved to RESNET.

VOTES TAKEN

Vote to give permission to Dr. Monica Young-Zook to develop a task force for the purpose of investigating an Electronic Portfolio system for MSC.

ADJOURNMENT

The chair scheduled the next meeting for March 21, 2012 at 2:00 PM.

The chair entertained a motion for adjournment, Stephen Taylor made the motion and Victoria Guarisco seconded the motion. The meeting adjourned at 2:45 PM.