

# COAHOMA COMMUNITY COLLEGE



## ROAD to Success:

Revitalizing Orientation, Advising, & Developing Faculty

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## Quality Enhancement Plan (QEP)

### Accreditation

CCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC). We will be considered for “Reaffirmation of Accreditation” in 2019. The Accreditation Process is governed by the Principles of Accreditation published by SACS-COC. The Reaffirmation process requires that the College provide evidence that it complies with the Core Requirements and Comprehensive Standards specified in the Principles of Accreditation through a Compliance Certification. Principles of Accreditation can be found on the SACS-COC website at the following link. [Principles of Accreditation \(PDF\)](#).

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# What is the QEP?

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In addition to a **Compliance Certification**, the Principles of Accreditation requires each college to prepare a **Quality Enhancement Plan (QEP)** as part of the reaffirmation process (**Core Requirement 7: 7.2**). The Quality Enhancement Plan is a "course of action that addresses a well-defined and focused topic or issue related to enhancing student learning and/or the environment supporting student learning and accomplishing the mission of the institution". The requirement to have a QEP not only satisfies an accreditation requirement, it will provide an excellent opportunity for CCC to specifically address a vital student learning issue in order to enhance student success.

## QEP Planning Team

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In order to create a QEP that focuses on student learning and meets the other SACS-COC requirements, a **QEP Planning Team** was established to identify several viable QEP topics via input from our CCC stakeholders and community. The Planning Team evaluated those topics during the 2017-18 academic year and then selected one for the QEP, based upon input from our College constituents. The Planning Team had broad representation every Division within the College, including: Faculty, Academic Affairs, Student Services, Administrative Services, and Information Services & Planning. They include:

- Dr. Valmadge Towner, CCC President
- Glynda J. Duncan, QEP Chair
- Anthony Brooks, QEP Co-Chair
- Johnny McGlown, Board of Trustee
- Dr. Rolonda Brown, CCC Academic Dean
- Margaret Dixon, Director Institutional Effectiveness
- Cynthia Williams Roberson, Academic Instructor
- Kaye Bennett, Workforce Development
- Trina Cox, Enrollment and Student Services
- Chequita Dixon, Health Sciences
- Kimberly Hollins, Career Technical (QEP Secretary)
- Patrick Johnson, Enrollment and Student Services
- Dr. Melvin T. Newson, CCC Leadership Team
- Delores Richard, Admission and Records
- Joharrison Rockett, Science and Math
- Mary Suggs, Workforce Development
- Lynda Elliott, Computers, Business & Accounting
- \_\_\_\_\_ Student Counsel President
- \_\_\_\_\_ Ms. CCC 2018-2019



## QEP Implementation Team

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Once the QEP Topic is selected, a **QEP Implementation Team** will be established to develop the topic into a viable plan for Implementation. This team will be divided their work into 4 subcommittees: Literature Review, Program Design, Marketing, Assessment, and Professional Development. During the 2017-2018 academic year, this team will design the QEP project and write the plan. This team will also play an advisory role as the QEP is carried.



## QEP at CCC

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During the May 7, 2018 meeting, it was proposed that the Coahoma Community College (CCC) Quality Enhancement Plan (QEP) topic will be “ROAD to Success: **R**evitalizing **O**rientation, **A**dvising, and **D**evelopment of Faculty.

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# QEP Timeline

## Coahoma Community College SACS Reaffirmation Plan & Timeline for QEP

QEP Director Glynda Duncan met with Margaret Dixon and Cynthia Roberson, CCC Director and Co-Director for Coahoma Community College's Institutional Effectiveness, on August 24, 2017, and established the following timeline for approval of College President Dr. Valmadge Towner.

ACTIVITY	INDIVIDUAL(S) RESPONSIBLE	DATE
Appoint QEP Director	President	August 2017
Train QEP Director for Leadership Roles	SACS Liaison	SACS Leadership Institute Annual Meeting Dec. 2017
Appoint QEP Team	President	August 2017
Appoint QEP Team and committees	QEP Director Institutional Effectiveness	August 2017
Establish QEP Team and Committee meeting dates and Planning Schedule	QEP Director	August 2017
Identify All of College's Stakeholders and Gather Possible Topics for QEP	QEP Team	September-October 2017
Plan and Develop College's QEP	QEP Team	Sept. 2017-July 2019
Appoint QEP Team and Committees and appoint duties and responsibilities	QEP Director and CoDirector	August-October 2017
Conduct first surveys of All College Stakeholders, College Personnel and Student Body for topic ideas	QEP Team	October-Dec. 2017
Develop a SACS Compliance and QEP Planning Website	Webmaster	September 2017-June 2018
Present First PowerPoint of QEP Planning Timeline and Goals to College's Personnel at PreConference	QEP Director, Co-Director and Team members	January 2018
Research other institutions' QEP Planning Websites	QEP Team and Committee	January-February 2018
Provide Narrowed Topic List – Top 3 topics -- to All College Stakeholders	QEP Team and Committee	March 2018
Research Top 3 topic ideas	QEP Team and Committee	March-July 2018
Present Topic to QEP Team and Leadership Team for Approval	QEP Director and CoDirector	August 2018
Flesh out different QEP components and Construct QEP First Draft	QEP Team and Committee	Sept. 2018-Jan. 2019
Submit QEP First Draft to Administration for Approval	QEP Director and CoDirector	February 2019
Revise QEP Draft	QEP Team and Committee	Feb.-May 2019
Submit Final QEP to President for Approval	QEP Direct, Co-Director, and SACS Liaison	June 2019

**\*Note:** Coahoma Community College's Reaffirmation On-Site Peer Review will be conducted August-September, 2019. The Final QEP is due to the commission 4-6 weeks in advance of the On-Site Review.

## SMART Marketing Objectives



### Specific

Can the detail in the information sufficient to pinpoint problems or opportunities? Is the objective sufficiently detailed to measure real-world problems and opportunities?



### Measureable

Can a quantitative or qualitative attribute be applied to create a metric?



### Actionable

Can the information be used to improve performance? If the objective doesn't change behaviour in staff to help them improve performance, there is little point in it!



### Relevant

Can the information be applied to the specific problem faced by the marketer?



### Time-bound

Can objectives be set for different time periods as targets to review against?