

Glynda J. Duncan, QEP Director – August 2017 – May 2018 (first year) TIMELINE

August 18, 2017 – Appointed by Dr. Rolonda Brown, approved by Dr. Valmadge Towner; request for Tony Brooks to be appointed co-director

August 25, 2017 – IE Margaret Dixon, Cynthia Roberson, and Duncan establish QEP Team and subcommittees and sent to Dr. Towner for approval.

August 30, 2017 – Tony Brooks approved as Co-Director

Sept. 6, 2017 – Brooks and Duncan establish a weekly meeting at Health Sciences to discuss overview of QEP timeline and questions for the questionnaire survey. To meet almost each Wednesday from 8:30-9:30 a.m. as needed.

Sept. 12 – Duncan begins to review confirmed QEP plans from other colleges

Sept. 13, 2017 – Worked to establish agenda for Sept. 19 QEP Team First meeting; Continued to finalize questions and answer options for QEP questionnaire survey

Sept. 19, 2017 – Duncan led the first QEP Team meeting with subcommittees setting overall QEP process, etc. Item action for meeting was discussion of what needs and problem areas at CCC may be considered as prospective QEP topics.

Sept. 20, 2017 – Duncan, Dixon, Roberson worked on three-year initial QEP budget; Brooks was unable to attend due to class conflict.

Sept. 22, 2017 – Dr. Rolonda Brown and Duncan discuss QEP Rubric and process plan. Discussion of timeline established for 3-year plan

Sept. 27, 2017 – Duncan and Brooks discussed finalizing and use of timeline for QEP

Oct. 4, 2017 – Duncan and Brooks finalized timeline, and work on questionnaire survey.

Oct. 9, 2017 – Duncan and Brooks finalize survey and submit to Roberson for creation of hard copies and survey for website. Finalized the first PowerPoint presentation for QEP Team concerning timeline and QEP Rubric for Duncan presentation.

Oct. 20, 2017 – Duncan presented the QEP 3-year timeline and Rubric to QEP team in 2nd official QEP Team meeting. A total of 300 copies of survey were distributed to each QEP member to disburse and be responsible for collecting and getting back to QEP Director for analyzing. Deadline for return of surveys was Dec. 5 (before holidays). Website surveys were open through January 2018.

Oct. 27, 2017 – Duncan submitted surveys to Friday Noon Lions Club as program and discussed QEP process & reaffirmation process for CCC. Surveys collected.

Dec. 1-5 – Brooks and Duncan attended annual SACSCOG conference in Dallas. Attended daily workshops, collecting materials, discussing all materials, reflecting and adapting what was needed specifically for CCC QEP.

Dec. 11 – Duncan submitted more than 300 printout surveys to Roberson from day and night classes, civic clubs and community organizations, fraternities and sororities,

etc. Up to Dec. 11, 298 online surveys were submitted (industrial, manufacturing, and chamber of commerce constituents).

Dec. 30, 2017 – Brooks and Duncan telephoned about analyzing results from survey. Revamping QEP committee to a more manageable size yet adequate representation from all divisions on CCC.

January 5, 2018 – Brooks and Duncan created and finalized PowerPoint rubric presentation for Faculty in January. After discussing with Dr. Rolonda Brown (previously) and IE staff, Brooks and Duncan decided to adapt the QEP Team membership to a smaller and more manageable group with representation from all areas of CCC.

Jan. 12, 2018 – Duncan presented upgraded and improved PowerPoint presentation to Academic Faculty to inform faculty of objectives, aims, and timeline.

Jan. 17, 2018 – Duncan and Brooks requested of all Division Chairs that each division provide 1 to 2 persons to represent the QEP Team and those persons must be motivated to attend and work.

Jan. 23 – Duncan and Brooks present PowerPoint for QEP Rubric to Career Tech faculty.

Jan. 24 – Duncan and Brooks have phone conference about input from division heads for adapted QEP team. Work continues. Brooks gets data from surveys and starts to compile it for Adapted QEP meeting scheduled for near future.

January 30-Feb. 2 – emails and phone calls to try to establish new committee members and convenient time for all to meet. Dr. Towner approved new team and suggested a Board of Trustee to serve as well.

Feb. 9 – Brooks, Duncan, Dixon and Roberson meet to discuss agenda and specifics that Dr. Towner wants added to the agenda for today's meeting with the revamped QEP Team. Dixon provided handouts and information on "Achieving the Dream." Topics were narrowed to five.

Feb. 9 -- Newly adapted QEP Team of 17 members met in Whiteside Hall for 90 minutes. Duncan introduced agenda and overall purpose; Brooks provided PowerPoint Presentation and public's personal comments for survey results, etc. Dixon presented IE data from last three years and team discussed it extensively. New QEP were given the charge to research confirmed QEPs on the SACSCOG website and any other research information on the 5 narrowed topics. Next meeting was scheduled for March 9 (later changed to March 8) in same location.

March 8 – QEP team members discussed what research they had found on approved QEPs on the website. Dixon and Roberson along with Dr. Tony Newson provided printouts of information about student engagement, success, retention, etc. Topics were narrowed to three and research continued. To meet 4/5/2018.

April 5 – QEP team members met and focused on continued research of QEPs plus student engagement, teacher efficacy, and narrowed our topic to one but are still

working on particulars and naming of topic. Great research was provided and great ideas for implementing the objectives discussed. Duncan reminded QEP Team that the team is directly on target with QEP Timeline. To meet again 4/26/2018.

April 19 – Brooks, Roberson, Newson, Linda Elliott, and Duncan (budget & finance QEP committee) met to plan out the 2018-2019 budget for QEP. Prospective budget was approved today and Roberson submitted it to Business Office by April 20 deadline.

April 26 – More research on approved QEPs from more CCC QEP members were presented and discussed. Topic names were discussed and how to implement the student engagement, faculty efficacy, student success and retention areas into plan. Various goals and objectives were discussed from plans that are similar to our target topic. The team was emailed all researched QEPs to get an idea of goals and objectives, implementations, measurements and student outcomes. The QEP team felt the needed to narrow the research to plans with our prospective topic – orientation revamping and advising – to look at the goals and objectives before we decided to name our topic for marketing. To meet again 5/7/2018.

May 2, 2018 – Duncan approved minutes from Secretary Kimberly Hollins and resent minutes to team members and discussed and came up with consensus through email when the best time frame to meet on May 7 (original time conflicted with interviews and building dedication).

May 7, 2018 – QEP Team met for 90 minutes and decided on two goals, 4 objectives, and a topic name to Market. Approved minutes will be reviewed and sent to team members. Duncan sent advance goals, objectives, etc. to Dr. Towner, Dr. Brown, and Mr. Johnny McGlown, board of trustees.

May 10, 2018 – Duncan wrote brief narrative overview of her work as QEP Director for 2017-2018 (first year of her 3-year tenure). She submitted her documents to IE Director Margaret Dixon for approval by CCC Board of Trustees.

NOTE: Duncan officially retires May 12, but will continue to work on QEP. She cannot officially work on it August – October 2018, but can back and continue her work starting Nov. 1. She is allowed to do some work in the summer, but cannot be “official” again until Nov. 1. Tony Brooks, co-director and Cynthia Roberson will take up slack and work on timeline. Brief overview of beginning of plan will be presented to board in August, 2018.