

MINUTES
Quality Enhancement Team Meeting

January 17, 2009 at 2:00 p.m.
Coahoma Community College
Sigmon Bldg. Conference Room

At the above named date, time, and location the Quality Enhancement Team of Coahoma Community College met.

Members Present:

Ms. Kyrie Antici	Mr. Kenneth Done
Ms. Cheryl Barnes, <i>Secretary</i>	Mr. Steven Jossell
Mrs. Rosemary Dill	Mrs. Elizabeth Melton, <i>Chairperson</i>
Mrs. Karen Done, <i>Chairperson</i>	Mrs. Toya H. Matthews

Members not Present:

Ms. Glynda Duncan	Mr. Joharrison Rockett
Mr. Matthew Harris	Ms. Sheila Sanders
Mrs. Monica Johnson (sick)	Mr. Charles Smith (out-of-town)
Mrs. Flora Mangle-Williams	Ms. Patricia Sykes (funeral)
Mr. Robert Rhymes	Mr. Damandrick Taylor

Welcome/Call To Order: Chairpersons Karen Done and Elizabeth Melton called the meeting to order at 2:00 p.m. There was no printed agenda.

Mrs. Done commented on the vast amounts of information that she attained at the recent SACS meeting held in San Antonio, Texas. Mrs. Melton added that we are off to a good start.

Mrs. Melton announced at this meeting we were going to start sorting the stack of completed questionnaires. She suggested each person present take a stack and separate their stack into categories then we will combine all like topics to see what stands out.

It was decided that the first question be use to determine the category of that questionnaire.

At this time Mrs. Rosemary Dill distributed a resource book to each member of the team. She stated that the book was a copy of Northwest Mississippi Community College's QEP topic and information on other schools QEP topics. She added that on January 25-26, 2009, she, Dr. Presley, and a couple of other people would be attending another SACS training in Atlanta, Georgia.

Mrs. Dill announced that once we have the questionnaire categorized there would be a need for a team to research the topics that stood out.

During the categorizing of the questionnaires there was discussion on the recurring topics in each stack. Topics such as technology needs, tutoring (various subject areas), class

size, teaching methods, instructor training, and miscellaneous topics such as security, registration process, and financial aid.

Mrs. Dill commented that some topic would not meet the criteria for a QEP topic and other topics would be part of the process in the QEP. She stated that the QEP topic had to answer the following questions:

What did they learn that they did not know?
What can they do now that they could not do before?

Once all the like categories were compiled Mrs. Melton said that she and Mrs. Done would make a list of all topics and count the questionnaires for each topic.

It was stressed that each member read the material handed out today was well as the document that was passed out a previous meeting that outline the purpose and goal of the QEP in the SACS process.

There was some discussion regarding attendance at this meeting. To encourage more input on the topic the next Quality Enhancement Meeting will be held Thursday, January 22, 2009 at 2:00 p.m. Sigmon Building Conference Room.

Mrs. Done and Mrs. Melton thanked everyone for coming. There being no other further discussions the meeting adjourned at 3:13 p.m.

Handouts: QEP Team Resource Book