

MINUTES
Quality Enhancement Team Meeting
December 2, 2008 at 2:00 p.m.
Coahoma Community College
Library 3rd Floor Conference Room

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

Members Present:

Ms. Kyrie Antici	Ms. Cheryl Barnes, <i>Secretary</i>
Mrs. Rosemary Dill	Mrs. Karen Done, <i>Co-Chairperson</i>
Mr. Kenneth Done	Ms. Glynda Duncan
Mr. Matthew Harris	Mrs. Monica Johnson
Mr. Steven Jossell	Mrs. Flora Mangle-Williams
Mrs. Elizabeth Melton, <i>Co-Chairperson</i>	Mrs. Toya H. Matthews
Mr. Joharrison Rockett	Ms. Sheila Sanders
Mr. Charles Smith	Mr. Damandrick Taylor

Members Absent:

Mr. Robert Rhymes	Ms. Patricia Sykes
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Guests:

Dr. Gwen Aldridge, *SACS Consultant*
Mrs. Margaret Dixon, *Institutional Assessment Coordinator*

- I. Welcome/Call To Order and Review of Agenda: Chairperson Mrs. Karen Done called the meeting to order at 2:05 p.m. She welcomed everyone to the first meeting with the SACS Consultant, Dr. Gwen Aldridge. There was not agenda.

Mrs. Done stated that Dr. Aldridge coordinated Northwest Mississippi Community College's reaccreditation process. Then, she asked each team member to introduce themselves and state their job title. After the introductions she stated that the team encompassed representatives from all levels of the campus hierarchy and that two members were absent, one was a custodian and the other a Career-Technical instructor.

Mrs. Elizabeth Melton presented Dr. Aldridge.

Dr. Aldridge stated that she had a math background and detailed how she became the coordinator of Northwest's reaccreditation process. She further stated that in determining a QEP topic they had fun, sought broad input, topic had to be measurable, and teachable. Their top two choices were soft skills (manners, dress, etc.) and math skill deficiencies. The soft skills were needed, but how do you measure it. So, Northwest chose to address math deficiencies.

Dr. Aldridge presented a PowerPoint presentation on how Northwest developed their QEP and got the word out. She stated that after deciding on the topic different

committees were need. Committees included: Steering, Lit Review, Math, Math Support Lab, Professional Development, Math Across the Curriculum, Assessment, and Marketing. The parts of their QEP are Abstract, Introduction, Lit Review, Focus, Capability, Timeline, Assessment, and Evaluation.

Once the QEP was developed they had fun getting the word out about the topic. A contest was held for brochure art. The acronym was FAITH (Frequent Assessment, Advising and Placement, Improving Attitudes toward Math, Technology in Classrooms, and Help through Support Labs). They had QEP *Roll Out Day* which included games with questions about the QEP and prizes for the winners. They also had “mystery shoppers” who randomly stopped faculty, staff, and students to ask them questions about the QEP. If the individual knew the answer they would get a prize.

In addressing the QEP you have to have a 5 year plan which includes a timeline, budget, and marketing.

II. After the presentation Dr. Aldridge answered questions.

Ms. Glynda Duncan asked what percentage of the total enrollment the 3,000 students assisted represented. Dr. Aldridge responded that it was about half because the enrollment at Northwest was approximately 6,000.

Mrs. Done asked how faculty change was promoted. Dr. Aldridge responded that once it was accepted and implemented in the math area other areas saw it was a good thing and it just caught on.

III. Mrs. Rosemary Dill thanked Dr. Aldridge and stated that we are on schedule according to our QEP timeline. Dr. Aldridge agreed that the earlier you get started the smoother the process can go.

IV. Next Quality Enhancement Meeting will be held Tuesday, January 13, 2009 at 2:00 p.m.

Mrs. Done and Mrs. Melton thanked everyone for coming and stated they gathered a lot of information from the presentation. There being no other further discussions the meeting adjourned at 3:17 p.m.