

MINUTES
Quality Enhancement Team Meeting

January 22, 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	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. Flora Mangle-Williams
Mr. Steven Jossell	Mrs. Toya H. Matthews
Mrs. Elizabeth Melton, <i>Co-Chairperson</i>	Mr. Joharrison Rockett
Mr. Robert Rhymes	Ms. Sheila Sanders
Mr. Damandrick Taylor	

Members Absent:

Mrs. Monica Johnson (sick)
Mr. Charles Smith (clinical)
Ms. Patricia Sykes

Welcome/Call To Order: Chairpersons Karen Done and Elizabeth Melton called the meeting to order at 2:04 p.m. There was no printed agenda.

Mrs. Done turned the meeting over to Mrs. Dill. Mrs. Dill thanked everyone for coming and stated that Dr. Presley handpicked each person for their expertise in their areas to be on this committee. She further stated that we all have a purpose for being on this team and each of us has a particular job to do. At this time Mrs. Dill asked the group to pause for a moment of prayer.

Mrs. Dill announced that currently there is a Institutional Research/SACS resource room. This room is located on the second floor of Whiteside Hall. She stated that once we have the top three topics this resource room will be very useful in doing the research needed to justify the best topic for Coahoma's QEP. She listed the various documents covering several years that will be housed there—documents such as Fact Books, surveys, strategic plan, institution effectiveness plans, and annual reports.

Mrs. Done stated that before the top topics from the questionnaires were announced she wanted to see what the consensus of the room was for QEP topics. She distributed a QEP Development Tool handout to each team member and then she divided the room into five (5) groups. Mrs. Melton asked each group to come up with three (3) topics they thought would be

good QEP topics. After each group came up with three topics each person in the room would go around and rank their top three topics.

Once that was completed Mrs. Melton and Mrs. Done stated that the key topics in the room mirrored the key topics in the surveys—tutoring, instructor improvement, and technology. Mrs. Dill stated that instructor improvement and technology would be a part of the process in impacting student learning through tutoring.

Mrs. Done asked for people to serve on sub-committees to research each tutoring topic. The research would include data, best practices, and new and innovative methods.

The sub-committees are:

READING: Robert Rhymes, Shelia Sanders, Toya Matthews, Flora Mangle-Williams, and Damandrick Taylor.
MATH: Robert Rockett, Matthew Harris, Karen Done, and Elizabeth Melton.
WRITING: Steven Jossell, Kenneth Done, and Kyrie Antici.

The sub-committees will meet as follows:

READING: Feb. 3, 2009 in the Resource Room at 2:00 p.m.
MATH: Feb. 2, 2009 in the Resource Room at 1:00 p.m.
WRITING: Jan. 28, 2009 in the Resource Room at 1:00 p.m.

The next Quality Enhancement Meeting will be held Thursday, February 12, 2009 at 2:00 p.m., place to be announced.

Mrs. Done and Mrs. Melton thanked everyone for coming. There being no other further discussions the meeting adjourned at 2:50 p.m.

Handouts: QEP Development Tool