

**MINUTES**  
**Quality Enhancement Team Meeting**  
August 19, 2008 at 1:00 p.m.  
Coahoma Community College  
Library 3<sup>rd</sup> 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	Mrs. Elizabeth Melton, <i>Chairperson</i>
Ms. Cheryl Barnes, <i>Secretary</i>	Mrs. Toya H. Matthews
Mrs. Rosemary Dill	Mr. Robert Rhymes
Mrs. Karen Done, <i>Chairperson</i>	Ms. Sheila Sanders
Mr. Kenneth Done	Mr. Charles Smith
Mr. Matthew Harris	Ms. Patricia Sykes
Mrs. Monica Johnson	Mr. Damandrick Taylor
Mrs. Flora Mangle-Williams	

**Members not Present:**

Ms. Glynda Duncan  
Mr. Steven Jossell  
Mr. Joharrison Rockett

- I. Welcome/Call To Order and Review of Agenda: Chairpersons Karen Done and Elizabeth Melton called the meeting to order at 1:00 p.m. The Quality Enhancement Team approved the agenda with no additions.
- II. Sharing of timeline for Quality Enhancement Plan: A list of team members and a committee description was shared with the team.
- III. Mrs. Karen Done, Chairperson, (Department Chairperson) asked each person for a personal introduction include work area. After the introductions Mrs. Done asked what issues the body felt was of concern for the persons present.

Mrs. Toya H. Matthews (adjunct evening instructor) recalled that at a recent adjunct meeting there appeared to be a divide between night and day classes. Mrs. Elizabeth Melton, Chairperson, (English Instructor) added that at the same meeting comments were that all the advising being done in the day was good and great during the day but was not being as clearly done in the night program.

Mrs. Done read comments from a recent online article about Coahoma's enrollment that appeared in the local newspaper. The comments address the slow registration process. Mr. Demandrick Taylor (Technology) commented that the current registration process allows advisors more face-to-face time with students. He added that full on-line registration would require students to remember passwords (which many do not) and

integrating to the new system. He says eventually it's coming but that may not eliminate students not completing registration.

Mr. Charles Smith (Nursing Instructor) commented that the nursing area had just completed their IEP and hoped that that experience would be beneficial to completing the QEP.

Mr. Matthew Harris stated that community colleges almost market themselves. Many parents feel comfortable sending their children to community college.

Mrs. Matthews asked what did the college recruiters do.

Mr. Kenneth Done (Social Science Instructor) stated that as a former Coahoma recruiter class size and teacher:student ratios were positive recruiters. He also noted that Coahoma is not as embraced by the local community as Delta State or Northwest Community College are in their communities.

Mrs. Done stated that these subjects leave many topics in which to choose from for the QEP.

Mrs. Monica Moore-Johnson (Educational Outreach Librarian) stated that Coahoma needs it own marketing department to help Coahoma be more visible in it local community.

Mrs. Rosemary Dill (Institutional Advancement) stated that the make-up of this committee was a unique one. There are no administrators on this committee; it is made up of all facets of the campus from student to custodial to instructors to middle managers. This committee consists of the worker bees who are in the midst of the action. She further stated that enrollment is important, but many are concerned with what our students are learning.

Mrs. Flora Mangle-Williams (Nursing Instructor) stated that she sees many students with GPAs less than the required 2.0 for graduation wondering what happened when they have taken everything and cannot graduate or get in certain programs because GPAs are below the requirement.

Mrs. Matthews wondered why orientation was not taken earlier in the students' curriculum.

Mr. Demandrick Taylor (Computer Technician) stated that technology could be utilized to keep students in line with the curriculum. The students need to be accountable.

Mr. Done stated that Coahoma serves one of the poorest regions in the state. Our students face many economic stress factors.

Mrs. Dill stated that this committee should not get overwhelmed. It can't address everything.

Mrs. Melton summarized that many topics were brought up—reading comprehension, marketing, night class advising. She appreciated the flow of ideas.

Mrs. Done asked how could this committee go about getting more topics from others.

Mrs. Kyrie Antici (Industrial Training Center) suggested that we use what we already have in place—GED in all supporting county.

Mrs. Done suggested using the local GED site coordinators for feedback.

Mrs. Matthews suggested that night students be encourage to complete the surveys.

Mrs. Done asked who are our targets. Responses—students, local board of supervisors, high school students, everyone.

Mrs. Done asked how do we get the word out. Responses—telemarket the survey, handout surveys, put the website on cards and hand them out requesting people to go online, do a game, or class projects.

Mrs. Dill stated that this was an important part in the QEP process. We have to come up with a way to reach as many people as possible for their input.

Mrs. Done stated that we need a date for the regular meetings. The teachers' schedules are the most rigid so the body agreed that whatever allows them to not miss the same class we would adjust.

IV. Next Quality Enhancement Meeting will be held Wednesday, September 3, 2008 at 2:00 p.m. in the conference room of the 3<sup>rd</sup> floor of the library.

Mrs. Done and Mrs. Melton thanked everyone for coming and asked to be contacted if there were questions or concerns. There being no other further discussions the meeting adjourned at 2:07 p.m.

**Minutes submitted by:**

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Cheryl Barnes, Secretary

**Minutes approved by:**

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Karen Done, Chairperson

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Elizabeth Melton, Chairperson