

MINUTES
Quality Enhancement Team Meeting
September 23, 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>Chairperson</i>
Ms. Glynda Duncan	Mr. Matthew Harris
Mrs. Monica Johnson	Mr. Steven Jossell
Mrs. Flora Mangle-Williams	Mr. Robert Rhymes
Mr. Joharrison Rockett	Ms. Sheila Sanders
Mr. Charles Smith	Mr. Damandrick Taylor

Members not Present:

Mr. Kenneth Done	Mrs. Elizabeth Melton, <i>Chairperson</i>
Mrs. Toya H. Matthews	Ms. Patricia Sykes

- I. Welcome/Call To Order and Review of Agenda: Chairperson, Mrs. Karen Done, called the meeting to order at 2:00 p.m. There was no printed agenda for this meeting or minutes for the last meeting. It was suggested that the minutes be emailed to the team members before the meeting.
- II. Mrs. Done stated that Mr. Done, Mr. Taylor and herself went to the Tunica night site to get the students to complete QEP questionnaires. She noted that many of the questionnaire responses addressed the same issues—staff not trained, accessed to computers, registration process, etc. Mrs. Done then asked others to share their experiences.

Mrs. Monica Johnson reported that she went to the Mound Bayou Site and Mr. Charles Smith collected surveys from the Shaw site. The questionnaire responses included computer/internet access, registration process, trained instructors, etc.

Mrs. Done wondered if the registration process could be completed online. Mr. Demandrick Taylor responded that it could be.

Mrs. Rosemary Dill reported that she went to the Rosedale site. There the questionnaires responses included CCC needed to be more organized, problems with admissions and financial aid, computer/internet access, safety, and tutoring.

Ms. Glynda Duncan reported that she went to the Cutrer site. There the questionnaires responses included problems financial aid, computer/internet access, and concerned instructors.

Mrs. Flora Mangle-Williams reported that she went to the Charleston site. There the questionnaires responses included computer/internet access, concerned instructors, and financial aid.

Mrs. Done observed that attendance was not that good at the Tunica site out of 4 classes she got a total of about 30 questionnaires. She asked all instructors to encourage their day students to complete the questionnaire.

There was discussion about ways to get more questionnaires completed, registration process, the wording of the questions, and explaining the questions. Mr. Robert Rhymes stated he felt the questions were representative of an institution of higher learning and that if the presenter felt the need they should explain the question more. Mrs. Dill noted that the task of this committee was to address student learning not tackle the evening programs. Mrs. Dill further noted that the questions are not the problem. Student learning outcome were not the priority of questionnaire completers; personal concerns were. Mrs. Duncan suggested that we try to get the questionnaire completed at homecoming, at health screening, or at other activities going on in each area. She stated she would try to get some questionnaires completed at the upcoming Tennessee Williams Festival. Mrs. Dill suggested that we piggy back on things already planned and going on and around campus, such as Thanksgiving program, Christmas open houses, chamber luncheon, board meeting, club and class meeting, etc. Ms. Cheryl Barnes stated that two campus e-mails had been sent out to the students, faculty, and staff.

- III. Next Quality Enhancement Meeting will be held Tuesday, October 7, 2008 at 2:00 p.m. in the conference room of the 3rd floor of the library.

Mrs. Done thanked everyone for coming and asked each person to bring a calendar of events going on in their area to the next meeting. There being no other further discussions the meeting adjourned at 2:40 p.m.

Minutes submitted by:

Cheryl Barnes, Secretary

Minutes approved by:

Karen Done, Chairperson

Elizabeth Melton, Chairperson