

MINUTES
Quality Enhancement Team Meeting
September 3, 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>
Mr. Kenneth Done	Ms. Glynda Duncan
Mr. Matthew Harris	Mrs. Monica Johnson
Mr. Steven Jossell	Mrs. Flora Mangle-Williams
Mrs. Elizabeth Melton, <i>Chairperson</i>	Mr. Charles Smith
Mr. Damandrick Taylor	

Members not Present:

Mrs. Toya H. Matthews	Mr. Robert Rhymes
Mr. Joharrison Rockett	Ms. Sheila Sanders
Ms. Patricia Sykes	

- I. Welcome/Call To Order and Review of Agenda: Chairpersons, Mrs. Karen Done and Mrs. Elizabeth Melton called the meeting to order at 2:00 p.m. There was no printed agenda for this meeting. The minutes from the previous meeting was distributed along with PowerPoint slides and the Quality Enhancement Team questionnaire.
- II. Mrs. Melton announced that currently no QEP questionnaires had been completed. Mrs. Done added that according to the timeline we are still on schedule. Mrs. Melton said that going to the night class sites, presenting the PowerPoint; and requesting that the students complete the questionnaire at the time would be one way to get the night program included and get some surveys completed.

Ms. Glynda Duncan suggested that the questions be revised to be more understandable.

Mrs. Flora Mangle-Williams suggested the instructors be given the questionnaire and they have their classes complete them. Mr. Charles Smith stated he has encouraged his students to complete the survey online.

Mrs. Rosemary Dill suggested that the chairs check with Mr. Ezra Howard regarding where the online questionnaires are being forwarded. Ms. Cheryl Barnes suggested that they have a dedicated QEP e-mail address setup. Mr. Damandrick Taylor agreed to set the e-mail account up immediately following the meeting.

Mrs. Melton said it may be worth considering doing a different questionnaire for the community. Ms. Duncan asked if there were a certain number of total questionnaires needed. Mrs. Done responded no certain number but a sizeable number is needed.

Mrs. Melton announced that during the week of September 15-17, 2008 volunteers from this committee will be going to the night sites to present the QEP PowerPoint and to get the night students to complete questionnaires. A sign-in up sheet was passed around. Mr. Done asked if there were funds for mileage reimburse for these site visits. Mrs. Dill stated she would check on that.

Mrs. Dill stated that if they do not complete the questionnaire the respondent could write down any suggestions for a topic.

Mrs. Kyrie Antici asked if the GED students could complete the questionnaire. Mrs. Dill responded that all stakeholders of the college should complete the questionnaire. This part of the process will document how we came up with our QEP topic.

Ms. Duncan asked who reads the completed questionnaires and will the topics be ranked for selection. Mrs. Melton responded that right now with the timeline we are just trying to get as many questionnaires in as possible.

Ms. Duncan also asked if it was important to keep up with the different locations and responders to the questionnaires. Mrs. Dill said she would add location to the survey. She also said that she would e-mail the questionnaires and that committee members could print out their own.

III. Next Quality Enhancement Meeting will be held Tuesday, September 23, 2008 at 2:00 p.m. in the conference room of the 3rd 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 2:45 p.m.

Minutes submitted by:

Cheryl Barnes, Secretary

Minutes approved by:

Karen Done, Chairperson

Elizabeth Melton, Chairperson