Coahoma Community College

QEP Minutes of January 16, 2020

Members present:

Glynda Duncan
Tony Brooks
Diedra Gooden, student
Kimberly Hollins
Cynthia Williams-Roberson
Loria Gardner
Lynda Elliot
Trina Cox
Dr. Tony Newson
Jessica Haygood, student
Russell Furr, Jr., student
Ezra Howard
Mary Suggs
Kaye Bennett
Dr. Chequita Dixon
Delores Richards
Patrick Johnson

Ms. Glynda Duncan opened the meeting with the reading of the agenda. Ms. Duncan also distributed copies to the QEP team of 1) an updated student learning outcomes for the Orientation and Success Course, 2) an eight-week assignment schedule for the class, and 3) an updated SACS Reaffirmation Plan and Timeline for QEP. Ms. Duncan announced that 4 face-to-face and three online classes are pilot courses this semester in order to give us an accurate population for the sample. The classes have already kicked off, and according to D,r. Brown, Academic Dean, the classes are being considered hybrid courses because students are working face-to-face and also doing most of their graded work in Canvas.

Tony Brooks presented the Advising Syllabus. It is basically what has been used in the past, but it will be presented in a Canvas Course as professional development that faculty can take on their own time. A face-to-face professional development with the Advisement Protocol is scheduled. Faculty will get a chance to know how to use Jenzabar as a

tool for advising and tracking. Faculty will receive a certificate of completion for the Canvas Course on Advising.

Besides seeing the Advisement Protocol on the CCC website, the QEP is designing a brochure for students and faculty. It will be colorful and give the steps in order as well as other information needed like counselors and advisor names. Ms. Duncan suggested that the criteria for ACT score requirements for developmental courses be printed on the Advisement Protocol to make advising accurate for both students and faculty.

Mr. Brooks explained the advising portlet will be housed in MyCCC portal. There are four major areas: My Advisees, My Advising Meeting, Course Schedule, and Advisee Details. Ms. Duncan suggested that the criteria for taking developmental courses be implemented with their scores in the portal when advising. She also suggested that students should be required to use their CCC Tigermail accounts for cyber safety; personal emails could be added but may be a prospective breach of CCC safety for wifi and internet documentation, etc. Mr. Brooks asks that we analyze the advising brochure and syllabus for questions, clarity and proofreading by next week.

Orientation Update – 8- week pilot course went well. The learning outcomes has been reduced from 10 to 6 outcomes. (Please see attachment). Ms. Duncan also stated that we have to track and measure the orientation students throughout their tenure at Coahoma Community College. Assessment and Measurement for this tracking needs careful attention. Mrs. Dixon suggested that we add debt management to the third bullet of the learning outcomes. She also stated that we incorporate the video – Student Loan Counseling in the orientation classes.

Mr. Brooks is working with Ezra Howard to update the QEP website. He currently showed the team his Advisement reasoning and steps in a PowerPoint that will be loaded into the website. Mr. Brooks is working with Ms. Duncan to have the Orientation & Student Success course be presented as an overview on the website. Both of these will be available by the next meeting on Jan. 30. Any suggestions for additions or improvements should be directed to Mr. Brooks.

Dr. Tony Newson gave an update of Achieving the Dream (ATD). He showed how to find the ATD site and data share for research and documentation the 5-year plan Mrs. Dixon asks that the Quality

Enhancement Plan team go through the orientation and professional development course before it goes public to the faculty and staff.

Ms. Duncan asks that each team member make a list of needed repairs concerning the physical conditions of buildings to be submitted to be repaired by the September 2020 SACSCOC onsite team. QEP team members are to submit the lists in Jan. 30 meeting. The list will be submitted respectively to buildings and maintenance management.

Ezra Howard stated that we do have QEP Wallpaper for the desktop computers. They will be downloaded as soon as possible. The wallpaper has the mortar board at the end of the road to success, a change from our original logo. The QEP team voted to change the QEP logo to add the mortar board to the logo.

The next meeting will be on January 30, 2020 at 2:00 p.m. The meeting adjourned at 3:00 p.m.

Kimberly Hollins, secretary