

Quality Enhancement Plan (QEP) Minutes

February 20, 2020

Members present: Glynda J. Duncan, Tony Brooks, Loria Gardner, Kaye Bennett, Rosie Miller, Delores Richards, and Kimberly Hollins

Members absent: Dr. Rolonda Brown, Dr. Tony Newson, Russell Fair, Mary Suggs, Trina Cox, Patrick Johnson, Marriel Hardy, Ezra Howard, Tolernisa Butler, Dr. Chequita Dixon, Cynthia Williams Roberson, Margaret Dixon, Jessica Haygood, Dierdre Gooden, and Russell Furr.

The minutes from the previous meeting were read by Glynda Duncan and approved with the necessary corrections and deletions.

Ms. Duncan opened the meeting with congratulations for Tony Brooks, Marriel Hardy, and Ezra Howard on the excellent job on the brochure. Ms. Duncan also requested if there are any needed repairs to the buildings, classrooms, etc., please submit them to your area deans.

Mr. Brooks is waiting for final approval for the brochure. Approval must be done by Monday, February 23, 2020. Mr. Brooks has turned over the Canvas Course to Joseph McKee and Letha Richards to be set up correctly. Mr. Brooks asks that each of the committee members and the deans look at the Canvas course before it is published. Mr. Brooks also stated that every interaction must be documented between the student and the advisor. The advising module is ready for advisors and faculty to go in the portal and start documenting interactions with the student.

Ms. Glynda Duncan stated that it is a problem getting data to do reports. We need to get data in a timely manner. Mr. Brooks suggested that the QEP and ATD come together to help get data in a timely manner. Ms. Duncan wants the assessment committee to meet within the next two weeks to look at best practices for advising. Mr. Brooks also suggested that banners and flags will be placed in each building in the fall. Ms. Duncan is asking for an updated list of faculty and what they advise. Ms. Duncan is also asking the team for their research with the issues of advising and best practices as soon as possible.

Mr. Brooks is asking for the last two years' budget.

Mr. Loria Gardner asked to add the newly elected Mr. and Miss CCC to the QEP team.

Ms. Duncan suggested to compose a list of questions at a roundtable for the video. It was suggested to give the students a stipend. Ms. Duncan will email team members and committees for the next scheduled meeting.

The QEP team gave Mr. Brooks a standing ovation for the marvelous job of the brochure.

Kimberly Hollins, secretary