

Appendix 3 QEP Timeline

Coahoma Community College SACS Reaffirmation Plan & Timeline for QEP		
QEP Director Glynda Duncan met with Margaret Dixon and Cynthia Roberson, CCC Director and Co-Director for Coahoma Community College's Institutional Effectiveness, on August 24, 2017, and established the following timeline for approval of College President Dr. Valmadge Towner.		
ACTIVITY	INDIVIDUAL(S) RESPONSIBLE	DATE
Appoint QEP Director	President	August 2017
Train QEP Director for Leadership Roles	SACS Liaison	SACS Leadership Institute Annual Meeting Dec. 2017
Appoint QEP Team	President	August 2017
Appoint QEP Team and committees	QEP Director Institutional Effectiveness	August 2017
Establish QEP Team and Committee meeting dates and Planning Schedule	QEP Director	August 2017
Identify All of College's Stakeholders and Gather Possible Topics for QEP	QEP Team	September-October 2017
Plan and Develop College's QEP	QEP Team	Sept. 2017-July 2019
Appoint QEP Team and Committees and appoint duties and responsibilities	QEP Director and Co-Director	August-October 2017
Conduct first surveys of All College Stakeholders, College Personnel and Student Body for topic ideas	QEP Team	October-Dec. 2017
Develop a SACS Compliance and QEP Planning Website	Webmaster	September 2017-June 2018
Present First PowerPoint of QEP Planning Timeline and Goals to College's Personnel at Pre-Conference	QEP Director, Co-Director and Team members	January 2018
Research other institutions' QEP Planning Websites	QEP Team and Committee	January-February 2018
Provide Narrowed Topic List – Top 3 topics -- to All College Stakeholders	QEP Team and Committee	March 2018
Research Top 3 topic ideas	QEP Team and Committee	March-July 2108
Present Topic to QEP Team and Leadership Team for Approval	QEP Director and Co-Director	August 2018
Flesh out different QEP components and Construct QEP First Draft	QEP Team and Committee	Sept. 2018-Jan. 2019
Submit QEP First Draft to Administration for Approval	QEP Director & Co-Director	February 2019
Provide training for faculty/student peers for orientation course & advising	QEP Director & Co-Director	March-Oct.2019
Revise QEP Draft	QEP Team and Committee	In progress
Submit QEP progress to President and Leadership Team at Retreat	QEP Director,	July-August 2019

Implement QEP Pilot Program Orientation and Advising	QEP Team & faculty	Fall 2019
Continue to train faculty for orientation course & advising	QEP Director & Co-Director	Fall 2019 - Spring 2020
Collect data from Fall Pilot Course and compile for updated report to President and Trustees	IE, QEP Director & Co-Director	February 2020
Continue QEP Pilot Orientation & Student Success Course & Advising	Faculty	Jan-March 2020
Complete Rough Draft of QEP Report for review of IE, Board of Trustees and QEP Liaison	IE, QEP Director & Co-Director	March 2020
Collect Data from Spring 2020 Pilot Courses & Advisement Pilot to include in Final QEP Report	IE, QEP Director & Co-Director	March 2020
Revise Final QEP draft with additions from Pilot program course and advising to President , Board and QEP Liaison	IE, QEP Director & Co-Director	May 2020
Send Final QEP to SACSCOC	IE, QEP Director & Co-Director	June 2020
<p>*Note: Coahoma Community College's Reaffirmation On-Site Peer Review will be conducted August-September, 2020. The Final QEP is due to the commission 4-6 weeks in advance of the On-Site Review.</p>		