

Quality Enhancement Plan Committee
Minutes from March 28, 2019

The Quality Enhancement Plan (QEP) committee met at 2:00 p.m. in Whiteside Hall, Room 204.

Members present: Glynda Duncan, Kaye Bennett, Mary Suggs, Tony Brooks, Cynthia Roberson, Kimberly Hollins, Margaret Dixon, Tony Newson, Delores Richards, and Lynda Elliot.

Glynda Duncan called the meeting to order. Kimberly Hollins read the minutes from the previous meeting. Ms. Duncan gave an overview of the progress that we have made and that we are now in the phase of selecting the artwork for the QEP topic.

Mr. Tony Brooks distributed copies of the current advising manual for the college. We are to look at the manual and make the necessary corrections and deletions. We need to make sure the manual is up to date and current. Mr. Brooks also stated, "We need to document and show everything that we are doing and data is needed."

Mrs. Margaret Dixon suggested that we need professional advisors and navigators to advise students so that instructors will not be disrupted while in class. Mrs. Duncan gave the committee a copy of Mississippi Delta Community College's orientation syllabus as a guide for some ideas for our orientation course.

It was also stated by Mrs. Margaret Dixon that the Choices software would be in all labs on campus in the near future. Choices is an assessment for students to discover what area they are good in before declaring a major.

The QEP committee judged the artwork for the logo. There were six entries. The committee will meet on Friday, April 5, 2019 at 9:00 a.m. in Whiteside Hall, Room 204.

The meeting adjourned at 3:12 p.m.

Glynda Duncan, Chair

Tony Brooks, Co-Chair

Kimberly Hollins, Secretary