

Quality Enhancement Plan Committee

Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 8/15/19	MEETING TIME: 2:30 p.m.-3:30 p.m.	MEETING PLACE: Murphy-Payne Room - Library
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 4/18/19

OTHERS PRESENT


P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dwayne Ferguson, Professor/Chair - Business, QEP Chair	Reanna Hart, Recruitment and Completion Coordinator
N	Teresa Brooks - Dean of Distance & Digital Learning	Kelly Reed-Hirsch, Dean of Health Sciences
P	Don Clinton - VP of Student Services	Kelli Vicars, Admissions/Records Office Coordinator
P	Roberta Collingsworth, Professor - Mathematics	
P	Jeremy Dorman, Director of Admissions/Registrar	
P	Cheri Lambert, Professor/Chair - Occupational Therapy Assistant Program	
P	Cancee Lester, Director of Shelby County Operations	
P	Michael Pace, Instructor - School of Energy	
P	Dr. Billy Adams - VP of Instruction Ex-officio member	
P	Natalie Oswalt- Dean of Arts, Sciences & Technology Ex-officio member	
P	Tryphena Walker – Director of Institutional Planning Ex-officio	

AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes from Last Meeting	Minutes available on QEP web page	
Old Business:	<ul style="list-style-type: none"> None 	
New Business:	<ul style="list-style-type: none"> Review QEP report Printing QEP report Put report on flash drive and submit to SACSCOC On-site prep questions for committee 	Dwayne Ferguson
Other:		

MINUTES

Key Discussion Points	Discussion
Old Business:	<ul style="list-style-type: none"> • Finish writing the QEP report
<p>New Business:</p> <p>Draft of QEP</p> <p>Peer review</p> <p>SACSCOC Summer Institute</p> <p>On-Site Prep Questions</p>	<p>This meeting was called as part of the SACSCOC on-site preparation review that has been going on all week at Panola College. The current members of the QEP Committee and members from the previous committee were invited to attend.</p> <p>Mr. Ferguson emailed a draft of the QEP report to QEP Committee members and Instructional Council in June. He hand delivered a copy of the report on flash drive to Dr. Powell and Dr. Adams. Each was asked to read the QEP draft and to make suggestions for corrections and format of the document. Several people made suggestions for correcting wording in the document and Mr. Ferguson made those corrections to the QEP report.</p> <p>Mr. Ferguson relayed to the committee that peer reviewer, Dr. Gemma Frock, from Georgia finished reviewing the QEP draft in late July and made a number of suggestions which were incorporated into the narrative of the document. At the SACSCOC Summer Institute, Mr. Ferguson learned that the timeline and the budget should be extended out 5 years. Also, the section covering advising personnel duties and the number of students who are advised by each advisor needed to be strengthened. Don Clinton supplied Mr. Ferguson with exact information on each advisor’s duties and how many students they advise and it was added to the report.</p> <p>The QEP was published and delivered to Panola College on August 9 and will be mailed to the on-site committee and SACSCOC VP on August 19.</p> <p>Mr. Ferguson asked a number of questions of the group to prepare for the On-Site visit. All of the attendees participated in answering possible on-site questions. Mr. Ferguson reviewed the organization of the QEP report and the group used that as a preparation tool as well. Each member of the QEP committee was provided a copy of the QEP report.</p> <p>Roberta Collingsworth suggested we use something similar to the quiz in convocation to stimulate student interest in the QEP this semester. The quiz could even be used like the syllabus verification. Mr. Ferguson will check to see what Jessica Pace and the QEP Promotional Committee will be doing so we don’t interfere with their plans.</p> <p>The meeting was adjourned at 3:30 p.m.</p>
Committee Decisions:	<ul style="list-style-type: none"> • Mail the QEP report and flash drives to the On-Site Committee and SACSCOC VP. • Prepare for the on-site visit.
Other:	No date set for the next meeting.

CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson 	DATE: 8/15/19	NEXT MEETING: TBA
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