

TO: Deans and Directors of Programs

FROM: IEP & QEP

RE: Revamping new QEP team

DATE:: Wednesday, Jan, 31, 2018

As stated in the divisional QEP meeting earlier this month, it is now time to revamp the current QEP team and start working on reviewing data and survey information.

Margaret Dixon and Cynthia Roberson of the IEP and the QEP director Glynda Duncan and co-director Tony Brooks are asking the deans and directors to appoint the requested number of people from each area to be members of the QEP and responsible for collecting data, providing information, etc. when directed and for asking employees and faculty in that area to provide information directly to them and bring it to the QEP.

The deadline to appoint these members is Monday, Feb. 4, by 10 a.m. Each dean and director should email the names, email addresses and campus phone numbers of the appointed ones to Margaret Dixon.

We will meet for the first time Friday, Feb. 9, at 2 p.m. in the English Department Computer Lab in WH 204.

Please inform them in advance of their appointment and their directive. Please appoint people who will work and work well with others.

We need the following:

2 persons from Academics

2 persons from Career Tech

1 person from Health Sciences

1 person from Business Education (Mrs. Elliot is preferred)

1 person Work Force Development

Miss CCC Tia Davis

SGA President Miracle Hunter

1 person from Leadership Team

1 from Board of Trustees

1 person from Student Affairs

Standing members are Margaret Dixon, Cynthia Williams Roberson, Glynda J. Duncan, and Tony Brooks.