

## **Wednesday, January 31, 2018**

Tony Brooks and Glynda Duncan met in WH 204 from 9-10 a.m. to discuss the selection of a newly revamped QEP team.

We worked in the lab for an hour drafting an email to be dispersed by the IEP department to Deans and Directors of Programs asking for 1 or 2 selections according to each area and its size. The selections were to be emailed to us by Monday, Feb. 4, with contact information for each person. The Deans and Directors will inform these appointees about their duties and the first meeting which is set for Friday, Feb. 9 at 2 p.m. in WH 204.

The total amount of people should be between 13-16.

The list includes:

2 Academics

2 Career Tech

1 Health Science

1 Business Dept. (Gail Elliott preferred)

1 Work Force Development

Tia Davis, Miss CCC

Miracle Hunter, SGA President

1 Leadership Team

1 Board of Trustees

1 Student Affairs

Team members to include IEP Margaret Dixon and Cynthia Williams Roberson and QEP Director and Co-Director Glynda Duncan and Tony Brooks.

We also contacted Mrs. Roberson about access to collected IEP data. She directed us to the website for available information from 1) Graduating Student Exit Surveys, 2) Campus Climate Survey, 3) Student Opinion Surveys, 4) Report Cards, and 5) Strategic Plan

Mrs. Roberson is pulling other data for us to review that is not readily available to general public.

Both of us agreed to look at the website for the 5 areas of collected data before the Feb. 9 meeting to get a clear picture of what is ahead of us. We also reviewed the results of our Nov-Dec. survey with a total of over 600 collected surveys, paper and electronic.

After confirming the drafted email and request from the Deans and Directors, we adjourned the meeting having sent the email and recorded the minutes of the meeting.