



tool for advising and tracking. Faculty will receive a certificate of completion for the Canvas Course on Advising.

Besides seeing the Advisement Protocol on the CCC website, the QEP is designing a brochure for students and faculty. It will be colorful and give the steps in order as well as other information needed like counselors and advisor names. Ms. Duncan suggested that the criteria for ACT score requirements for developmental courses be printed on the Advisement Protocol to make advising accurate for both students and faculty.

Mr. Brooks explained the advising portlet will be housed in MyCCC portal. There are four major areas: My Advisees, My Advising Meeting, Course Schedule, and Advisee Details. Ms. Duncan suggested that the criteria for taking developmental courses be implemented with their scores in the portal when advising. She also suggested that students should be required to use their CCC Tigermail accounts for cyber safety; personal emails could be added but may be a prospective breach of CCC safety for wifi and internet documentation, etc. Mr. Brooks asks that we analyze the advising brochure and syllabus for questions, clarity and proofreading by next week.

Orientation Update 8- week pilot course went well. The learning outcomes has been reduced from 10 to 6 outcomes. (Please see attachment). Ms. Duncan also stated that we have to track and measure the orientation students throughout their tenure at Coahoma Community College.

Enhancement Plan team go through the orientation and professional development course before it goes public to the faculty and staff.

Ms. Duncan asks that each team member make a list of needed repairs concerning the physical conditions of buildings to be submitted to be repaired by the September 2020 SACSCOC onsite team. QEP team members are to submit the lists in Jan. 30 meeting. The list will be submitted respectively to buildings and maintenance management.

Ezra Howard stated that we do have QEP Wallpaper for the desktop computers. They will be downloaded as soon as possible. The wallpaper has the mortar board at the end of the road to success, a change from our original logo. The QEP team voted to change the QEP logo to add the mortar board to the logo.

The next meeting will be on January 30, 2020 at 2:00 p.m. The meeting adjourned at 3:00 p.m.

Kimberly Hollins, secretary