

## Quality Enhancement Plan Committee

### Minutes of Meeting

CHAIRPERSON: Dwayne Ferguson		
MEETING DATE: 4/24/25	MEETING TIME: 2 p.m.	MEETING PLACE: Room 209 Gullette
RECORDER: Dwayne Ferguson		PREVIOUS MEETING: 4/10/25

#### OTHERS PRESENT

P/N	Name and Title (list all members)	Name and Title (list others present)
P	Dwayne Ferguson, Business/QEP Coordinator, Chair	
N	Don Clinton, Vice President of Student Services	
P	Roberta Collinsworth, Professor - Mathematics	
N	Jason Cook, Programmer	
P	Christine Dobbs, Chair, Preparatory Studies	
P	Cancee Lester, Director of Shelby County Operations	
N	TBA, Instructor, School of Energy	
N	Dr. Billy Adams, Vice President of Instruction Ex-officio member	
N	Dr. Rebecca Morris, Dean of Academic Transfer, Ex-officio member	
P	Natalie Oswalt, Dean of Career and Technical Programs, Ex-officio member	
P	Tryphena Walker, Director of Institutional Planning, Ex-officio member	

#### AGENDA

Agenda Item	Action, Discussion, Information	Responsibility
Approve Minutes	<ul style="list-style-type: none"><li>Minutes approved, signed, and posted in the Panola College portal.</li></ul>	
Old Business:	<ul style="list-style-type: none"><li>Decide location of impact statements</li><li>Revise Lessons Learned section of the QEP</li><li>Send to T Mothershed for outside editing and suggestions</li></ul>	QEP Committee
New Business:	<ul style="list-style-type: none"><li>Reread QEP draft</li><li>Finalize and submit the QEP</li></ul>	QEP Committee
Other:		

## MINUTES

Key Discussion Points	Discussion
Old Business:	Mr. Ferguson revised the QEP using the committee's suggestions. He listed the impacts on page 9 at the end of the QEP's Impact on Student Learning and Student Success section. The document was sent to Professor Mothershed for editing and suggestions on clarity and completeness. All of Professor Mothershed's edits have been made to the draft.
New Business:	The meeting was called to order at 2 p.m. by Dwayne Ferguson, chair of the QEP Committee.
Minutes	The minutes from the last QEP meeting were approved and are posted in the College's portal.
Reread and revise the draft of the QEP Impact Report	<p>The committee was sent an email on 4/22 asking them to review the final draft of the impact report in Google docs. The committee members proposed the following changes and raised several questions.</p> <ol style="list-style-type: none"> <li>1. Cancee Lester suggested the word increases be removed after 2%-3% in the first paragraph on the second page. The sentence should read: In addition, the Committee suggested that the institution raise its student success goals from 2%-3% to more ambitious targets. The Committee agreed to the deletion.</li> <li>2. Dr. Morris suggested we change the end of the From 2022 to 2024... sentence on page 3 to something more positive. The sentence was revised to: From 2021 to 2024, engagement and performance on the activity stabilized around 85%, indicating that LF students are successfully learning and applying new strategies for active listening.</li> <li>3. On page 4, the percent for Consolidated SLOs 2024 should be 85% instead of 87% in the narrative. The change was made in the Word document.</li> <li>4. Tryphena Walker asked if I was going to update the 2024 data for SSG2 before submitting the report. After the spring semester is over it takes a few weeks for things to be finalized in Admissions/Records. If the database were to be updated, it might be later in the summer before the Impact Report would be finished. Mr. Ferguson intended for the report to be finished by May 5. In addition, Tables 8 and 9 would need to be updated including the narrative explaining both. The data we have for 2019-2023 currently shows approximately 80% success so that can be extrapolated to Spring 2025.</li> </ol> <p>The Committee once again reviewed the four impact statements on page 9 and the Lessons Learned section on page 10. All agreed that they reflect what the institution learned and accomplished in the QEP.</p>
Submit QEP	The Committee voted to forward the Executive Summary and QEP Impact Report to Tryphena Walker, Director of Institutional Research & Planning, to be submitted with the Fifth-Year Interim Report to SACSCOC.
Adjournment	The meeting was adjourned at 3:30 p.m.

Committee Decisions:	<p>The following decisions were made at this meeting:</p> <ul style="list-style-type: none"> <li>• Final revisions were made to the QEP Impact Report</li> <li>• Submit the report to Tryphena Walker for submission to SACSCOC with the Fifth-Year Report</li> </ul>
Other:	

CHAIRPERSON SIGNATURE (or designee): Dwayne Ferguson <i>Dwayne Ferguson</i>	DATE: 4/24/25	NEXT MEETING:
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