

# The



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## QEP LEADERSHIP TEAM & TOPIC SELECTED

MECC's Quality Enhancement Plan (QEP) for the reaffirmation of accreditation process will be lead by three faculty members: Robert England, Kyle Scanlan, and Beth Snodgrass. Their role will be to guide the QEP Team in the development and writing of a Quality Enhancement Plan. Other members of the team will be selected to represent college constituencies.

After much deliberation of the college-wide input on the topic of the QEP, the SACS Leadership Team selected the following working concept: Increasing Student Engagement in Traditional and Distance Education Courses. Inclusion of engagement in extracurricular activities will also be explored.

The SACS Leadership Team also approved a timeline for the reaffirmation process.

Orientation of Leadership Team in Atlanta - **Jan. 2008**  
Creation & Orientation of Compliance Team - **Feb. 2008**  
Compliance Report Written - **Feb. 2008 – Feb. 2009**  
Discussion of QEP Topics  
Input from Academic Divisions  
Input of AtD Core Team - **Mar. 2008**  
Campus-wide Input to Potential Topics - **Apr. 2008**  
Finalization of QEP Topic by Leadership Team - **Apr. 2008**  
Selection of QEP Team - **June 2008**  
Synopsis of QEP - June – **Aug. 2008**  
Visit by SACS staff liaison - **Sept. 2008**  
QEP Plan Written - **Sept. 2008 – Aug. 2009**  
Compliance Certification Due - **Mar. 2009**  
Off-Site Peer Review Conducted - **May 2009**  
Quality Enhancement Plan Due (and optional Focused Report) - **4-6 weeks in advance of On-Site Review**  
On-Site Peer Review Conducted - **Sept. 2009**  
Review by the Commission on Colleges - **June 2010**

## VACANCY

**Administrative Office Specialist II**, part-time position in the Center for Workforce Development, 25 hours per week, \$9.65 per hour, position number WA002.

Requirements: high school diploma, excellent oral and written communications skills, basic computer knowledge and experience, knowledge of office practices and procedures. Knowledge of Microsoft software is preferred.

Duties: register non-credit students and process payments; prepare classroom materials and forms; answer telephone and give information regarding class offerings; assist with physical arrangements for classes; order/pick up supplies; prepare flyers/brochures and other marketing materials; filing course materials; other duties as assigned.

To apply, submit a Commonwealth of Virginia Application for Employment form no later than **Friday, May 9, 2008**, to Human Resource Office, Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, telephone (276) 523-2400.

The application form may be accessed at <http://www.mecc.edu/employment.htm> or obtained at any state agency.

An Affirmative Action/Equal Employment Opportunity Employer. Minorities, females, veterans, and persons with disabilities are encouraged to apply.

Documents verifying identity and eligibility to work in the United States must be presented upon employment. Selected applicant will be subject to a background check as a condition of employment.