

# QEP Pilot Design

## TIMELINE

May 2023

1

✓ Design Team Onboarding.

✓ Review: QEP Design Team Overview: Designing and Preparing the QEP Document.

✓ Review: Reviewing the Quality Enhancement Plan An Evaluative Framework.

2

✓ Review the previous Quality Enhancement Plan document.

✓ Review QEP Steering Committee Projected Timelines.

✓ Review roles and responsibilities.

3

✓ Review Handbook for Institutions Seeking Reaffirmation.

✓ Review Data.

✓ Preliminary Research: Identify Best Practices and Literature Available.

4

✓ Define Mission.

✓ Define Vision.

✓ Define Advising Roles and Responsibilities.

✓ Define Advising.

✓ Identify Language and Themes.

✓ Begin Literature Review.

5

✓ Review QEP documents from other SACSCOC institutions with similar goals and outcomes.

✓ Invite Special Presenters: Workday Student, Institutional Research, and external experts.

6

✓ Discuss Possible Goals and Outcomes.

✓ Discuss Specific Audience to Pilot QEP for Baseline Data.

✓ Review: Breaking Down Assessment of Academic Advising: The Assessment Cycle and Student Learning Outcomes.

✓ Step 2: Defining the Outcomes.

✓ Define and Justify Undergraduate Student Population Targeted in the QEP.

• Feedback from College Advisors. ← NG

• Designate champions of information to and from areas of function. ← NG

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IP= In Progress  
NG= Next Goal

• Collaborate with Workday Student Team to Identify Advising Possibilities. ← NG

• Research Workday Student Limitations and Suggest Alternatives if Needed. ← NG

✓ Identify Metrics for Success.

✓ Review most common QEP issues.

✓ Research Advising Training Resources.

✓ QEP Steering Committee Update.

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IP → • Step 3: Literature Review Team will provide Literature Review.

IP → • Design Training Resources.

NG → • Design Advising Structure. Design the organizational structure for the QEP when implemented? (See previous Qep if needed, section 10.)

9

• Design Implementation Strategy. (See previous plan for more information if needed. Section 6-11.) ← NG

• Design the advising mission and vision statement. Write the Focus Statement.

• Design the timeline of critical assessment points over the 5 years of the plan. (See Previous QEP, section 7.)

10

• Design the Phased Plan in a Timeline Format. (See section 7 of the previous plan.)

• Identify opportunities to collaborate with Marketing Team and Workday Student.

• Design the Implementation Strategy Based on Data, Literature Reviews, Best Practices and Available Budgets.

• Review QEP Assessment Bootcamp: Workshop Participant Workbook.

11

• Design Implementation Items.

• Design Assessment Plan and Effectiveness Plan.

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• Prepare for Update Presentations and Marketing Campaign.

• QEP Steering Committee Update.

• Administrative Updates.

• Marketing Campaign.

• Prepare the QEP.

• Implement Endorsed Pilot.

• Design Central Location for Advising Materials.

• Refine Student Outcomes.

• Design Budget and Resource Plan.

• Draft QEP Plan.

• Review Steps 4-7 of the Suggested Steps.