



Biweekly Reports on Preparation for QEP Impact Report due March 1, 2025.

January 19, 2023

Prepared by Kye Kang for Dr. Samuel Jator

In this report, the following items are updated:

0. Guiding Principles
1. Attended the QEP Impact Report workshop at the annual SACSCOC 2023
2. QEP Impact Report Development Plan
3. Establishing the QEP Committees

Guiding Principles

- A. Must have a timeline and advertise it with flexibility.
- B. Must read the handbook to understand Policies and Bylaws.
- C. Meetings with Agenda and Minutes
- D. Meetings at least every month
- E. Organize Narrative by subsections (use present or past tense).

1. Attended the QEP Impact Report workshop at the annual SACSCOC 2023 (12/2 – 12/4)

- A. Pre-conference workshop: "Visioning your QEP Impact Report: Insights, Strategies, and Pathways to tell your QEP Story," by Dr Patty Payette and Mr. IL Barrow.
- B. More than ten actual QEP Impact Reports are obtained at the workshop for reference.
- C. Made personal contact with the workshop presenter.
- D. Learned the strategies and tips for writing the QEP Impact Report.

2. QEP Impact Report Development Plan

A. Preparation: (1/30/24)

- a. Attended two workshops (Summer Institute and Annual meeting 2023).
- b. Compile resources on Impact Report writing.
- c. Form a writing committee of 3 – 4 campus stakeholders who will contribute to the writing, revising, and proofreading process: Kye Kang, Jarrod Rossi, and Casey Ford (Writing Center Director).
- d. Set a timeline – See Appendix A for the template.

B. Development of each section in the Impact Report: (4/30/24)

- a. Section 1: "A succinct list of the initial goals and intended outcomes of the QEP." (~ one page)
- b. Section 2: "A discussion of changes made to the QEP and the reasons for making those changes." (~ one page)
- c. Section 3: "A description of the QEP's impact on student learning and/or the environment supporting student learning, as appropriate to the design of the QEP. This description should include the achievement of identified goals and outcomes, and any unanticipated outcomes of the QEP." (5 – 7 pages)
- d. Section 4: "A reflection on what the institution has learned as a result of the QEP experience." (~ one page)

C. Moving from the development to the first draft. (6/30/24)

- a. The writing committee approves the first draft for sharing.
- b. Sharing the first draft with a broader group of stakeholders.

D. Preliminary QEP Impact Report (8/30/24)

- a. Revise the first draft based on the feedback.
- b. The writing committee approves the preliminary QEP Impact Report.
- c. Publish the preliminary QEP Impact Report and share it with the leadership at LU for further comments and feedback.

- E. Finalizing the QEP Final Impact Report (10/30/24)
 - a. Revise the preliminary QEP Impact Report based on the feedback.
 - b. The writing committee approves the QEP Final Impact Report.
 - c. Publish the QEP Final Impact Report.
- F. Submitting the QEP Final Impact Report. (2/15/24)

3. Establishing the QEP Committees

- A. The following five QEP committees are formed: (See Appendices for membership information)
 - a. QEP Leadership Committee (transitioned from the Implementation Committee)
 - b. QEP Assessment Committee
 - c. QEP Marketing and Outreach Committee
 - d. QEP Advising Committee
 - e. QEP Faculty and Student Support Committee
- B. The first all QEP Committee meeting will be held on January 30, 2024.

Appendices

A. QEP Impact Report Development Timeline: Template

Month/Year	Impact Report Stage	Who is involved?

B. QEP Committees and Their Membership

Note: Kye Kang (QEP Director) will be in all QEP committees. Two unconfirmed committee members are included with “unconfirmed.”

1. QEP Leadership Committee:

Dr. Theresa Hefner-Babb	Asst. Provost Accreditation & Assessment - ex officio
Dr. Kye Kang	QEP Director
Dr. Samuel Jator (Chair)	Senior Associate Provost – ex officio
Dr. Daniel Brown	Provost, & VP for Academic Affairs - ex officio
Dr. Jackie Jensen-Vallin	Chair, Department of Mathematics
Dr. Jeremy Alm	Associate Dean, College of Arts & Sciences
Ms. Casey Ford	Writing Center Director

The committee is responsible for providing institutional support for the implementation of the Quality Enhancement Plan (QEP).

2. QEP Assessment Committee:

Dr. Kye Kang	QEP Director
Dr. Theresa Hefner-Babb	Asst. Provost Accreditation & Assessment - ex-officio
Dr. Samuel Jator	Senior Associate Provost – ex-officio
Mr. Jarrod Rossi (Chair)	Director of University Assessment
Dr. Jackie Jensen-Vallin	Chair, Department of Mathematics
Dr. Freddie Titus	Vice President for Strategic Initiative and Community Relations
Dr. Kyle Boudreaux	Executive Director - Data, Analytics, Reporting, and Analysis
Dr. Mamta Singh	Associate Professor in Education

The committee is responsible for the assessment of the Quality Enhancement Plan (QEP) goals and student success outcomes.

3. QEP Marketing and Outreach Committee

Ms. Deidra Mayer	Assistant Vice President, Admissions and Aid Scholarships
Ms. Amanda Toups	Assistant Director, Creative Services
Ms. Kathy Wood	Curriculum and Assessment Support Analyst

The committee is responsible for the marketing and PR components of the QEP including faculty, staff, students, and community.

4. QEP Advising Committee

Dr. Jackie Jensen-Vallin (Chair)	Chair, Department of Mathematics
Mrs. Dawn Short	Asst. Director of UAC
Ms. Gina Faulk (unconfirmed)	Advisor
Mr. Lance Hutchins (unconfirmed)	Advisor

The committee is responsible for advising students to enter into math pathways recommended by the QEP.

5. QEP Faculty and Student Support Committee

Dr. Freddie Titus (Chair)	Vice President for Strategic Initiative and Community Relations
Ms. Melissa Riley	Instructor, Mathematics
Ms. Brandy Palmer	Instructor, Mathematics
Mrs. Anita Brice	Coordinator, First Year Math Experience

The committee is responsible for providing support for students and faculty in their learning and teaching environments for math pathway courses.