



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

February 2, 2023

Prepared by Kye Kang for Dr. Samuel Jator

### **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).

Relevant items from the previous report:

1. Establishing the QEP Committees
2. QEP Impact Report Development Plan

In this report, the following items are updated:

1. Established the QEP Committees
2. QEP Impact Report Development Plan
3. QEP Impact Report Preparation and Resources
4. QEP Registered for Cardinal View Event on March 2, 2024.
5. A new QEP banner is in preparation by the QEP Marketing and Outreach Committee.
6. All meeting agenda and minutes will be updated on the QEP website.

### **1. Established the QEP Committees**

- A. Formed a total of six QEP committees. The final QEP committees and their membership is provided in the appendix A. Each committee will have monthly meetings. Chairs meetings will be scheduled end of each term.
  - a. QEP Leadership Committee
  - b. QEP Assessment Committee
  - c. QEP Marketing and Outreach Committee
  - d. QEP Advising Committee
  - e. QEP Faculty and Student Support Committee
  - f. QEP Writing Committee
- B. Had the first all QEP committees meeting on January 30, 2024, from 11:00AM to 12:00PM. Information packets including the agenda and QEP Comprehensive Report (2020 – 2023) have been provided to each committee. The agenda and minutes are provided in Appendix B and C.
- C. The “QEP Committees” Teams group has been created with all members of the QEP committees; Six QEP committees groups were also created as channels under the “QEP Committees” group. This way, communication and document sharing among QEP committee members and within QEP committee groups will be performed with ease in one place.
- D. QEP Writing Committee is formed additionally.

## **2. QEP Impact Report Development Plan:**

**The following plan and timeline will be discussed and modified during the first scheduled meeting of the QEP Writing Committee on February 15, 2024.**

- A. Preparation: (1/30/24)
- B. Development of each section in the Impact Report: (4/30/24)
- C. Moving from the development to the first draft. (6/30/24)
- D. Preliminary QEP Impact Report (8/30/24)
- E. Finalizing the QEP Final Impact Report (10/30/24)
- F. Submitting the QEP Final Impact Report. (2/15/24)

## **3. QEP Impact Report Preparation and Resources**

- A. Most importantly, we secured more than 10 actual QEP Impact Reports. Relevant reports from them will be shared with the members of the QEP Writing Committee.

#### **4. QEP Registered for Cardinal View Event on March 2, 2024**

- A. Math to a Degree – QEP has been registered for the Cardinal View event in March 2, 2024. The theme for Spring 2024 Cardinal View is Cardinals in the Making! We are encouraged to show prospective students innovative curriculum, projects, and opportunities on campus that will prepare them for the future as they experience the spirit of LU!
- B. Collaboration among the QEP Leadership, Marketing and Outreach, Advising Committees is expected.

#### **5. A new QEP banner is in preparation by the QEP Marketing and Outreach Committee.**

- A. The QEP Marketing and Outreach Committee has begun the process of re-designing a new banner. It is expected that the QEP can use the new banner for the Cardinal View event on March 2.

#### **6. All meeting agenda and minutes will be updated on the QEP website.**

- A. Compiled meeting agendas and minutes should be organized and available on the QEP website. This task will be reported with the next biweekly report.

## **Appendices**

### **A. QEP Committees and Their Membership**

1. QEP Leadership Committee:

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

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

2. QEP Assessment Committee:

|                          |   |
|--------------------------|---|
| Mr. Jarrod Rossi (Chair) | Director of University Assessment                               |
| Dr. Theresa Hefner-Babb  | Asst. Provost Accreditation & Assessment - ex-officio           |
| Dr. Samuel Jator         | Senior Associate Provost – ex-officio                           |
| 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                                |
| Dr. Kye Kang             | QEP Director  |

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                 |
| Dr. Kye Kang     | QEP Director  |

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               | Advisor                          |
| Dr. Kye Kang                     | QEP Director                     |

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                         |
| Dr. Kye Kang              | QEP Director  |

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

## 6. QEP Writing Committee

|                      |                                   |
|----------------------|-----------------------------------|
| Dr. Kye Kang (Chair) | QEP Director                      |
| Mr. Jarrod Rossi     | Director of University Assessment |
| Ms. Casey Ford       | Writing Center Director           |

The committee is responsible for writing, revising, and proofreading drafts, preliminaries, and the final QEP Impact Report.

### **B. Agenda for the First Meeting: All QEP Committees (1/30/2024)**

1. Introduction of the members of the QEP committee members
2. Information/Resources Packet includes:
  - A copy of the latest QEP comprehensive report
  - QEP committees and their membership information
  - One-page math pathway information flyer
  - Math pathway (MATH 1332 – MATH 1342) and Meta majors (sample)
3. A brief summary of the QEP at LU and timeline
  - Lamar's proposed QEP seeks to improve student performance by reducing barriers to success in mathematics courses by placing students in courses appropriate to their field of study – See Math pathway and meta majors (sample) and one-page math pathway information flyer.
  - Timeline
    - o Year 1 (2020 – 2021)
      - March 2-4: QEP approved by virtual On-Site SACSCOC team.
    - o Year 2 (2021 – 2022)
      - Declaration of Intent (DOI) form in place and collection of forms
    - o Year 3 (2022 – 2023)

- Dr. Samuel Jator joins LU and oversees the QEP; Dr. Kyle Boudreaux joins the QEP assessment team; Dr. Kye Kang joins as QEP Director.
- QEP Comprehensive Report (2020 – 2022) – Student Success Outcome Analysis
- Year 4 (2023 – 2024)
  - Launched new student success initiative – Online Evening Homework Help.
  - Meeting with the UAC leadership – created math pathway information flyers.
  - The second QEP Comprehensive Report (2020 – 2023)
- Year 5 (2024 – 2025)
  - March 1 – QEP Impact Report due to SACSCOC

#### 4. Future meetings with chairs (end of each term including summer)

- Need a tentative schedule with chairs near mid-April.

#### 5. Tasks to be considered

- Need improve QEP visibility.
  - Orientation days and other venues
- Effective distribution of QEP goods
- Help students to enter the correct math pathway early on.
- Provide support for faculty and students in QEP math pathway courses.

#### 6. Questions?

#### 7. Breakout committee meeting

- Future monthly meeting (in-person or Teams) schedule
- Creating a Teams group
- Potential projects

### 3. Meeting Minutes for the First Meeting: All QEP Committees (1/30/2024)

QEP Combined Committees Meeting

1/30/2024 – 11:00AM – 12:00 PM

Reaud 312

Attending: Samuel Jator, Theresa Hefner-Babb, Kathy Wood, Deidra Mayer, Jackie Jensen-Vallin, Anita Brice, Melissa Riley, Jarrod Rossi, Casey Ford, Jeremy Alm, Mamta Singh, Lance Hutchins, Mandy Toups, Kye Kang, Brandi Palmer, Dawn Short, Gina Faulk

- Kye started the meeting, welcomed everyone and gave a brief overview and summary of the QEP 2020-2023 Comprehensive Review and Current QEP Status. Kye reviewed the status of the goals of the QEP and where we are in meeting those goals. This being the final year of the QEP, new committees have been created to ensure the successful conclusion of the QEP.
- We are currently on Year 4 of the QEP, Year 5 will include the writing of the QEP impact report, which, along with the SACSCOC 5<sup>th</sup> Year Interim report, will be turned in on March 1, 2025. New success initiative has been piloted; an online evening homework help as well as new flyers being created for each of the Math Pathways. New QEP branded merchandise has been ordered for final promotion of QEP for the rest of Year 4 and beginning of Year 5.
- New QEP subcommittees have been created or reorganized, including: The QEP Leadership, Assessment, Marketing/Outreach, Advising, Faculty/Student Support, and Writing Committees.
- Kye reiterated that the QEP impact report will be due March 1, 2025, and the writing of the report will be done mainly by the 3 members of the of the QEP writing committee. Kye said that the goal of the QEP wasn't to "end" after 5 years but to continue on as a program. Theresa informed the group that SACSCOC no longer requires a brand new QEP, but we can refine/refocus an aspect of the current QEP to propose for the next QEP.



- Brandi Palmer stated that the entire math department is on board with getting students in the correct math courses and pathway.
- Kye informed the group that each committee will need to schedule monthly meetings and the chairs of each committee will meet as a group in mid-late April.
- Where do we go from here? We need to improve QEP visibility. New pop up banners are an idea to put in the library and Setzer Center. QEP will have a table at Cardinal View.
- Jackie reminded the group she still has QEP branded merchandise as well.
- Along with the new Faculty and Student Support Committee, Kye also send out a survey regarding faculty and staff support last semester and will work on summarizing that information and relay it to the committee.
- The meeting adjourned so the subcommittees could break out and schedule their monthly meetings.

Minutes prepared by: Jarrod Rossi.