



Biweekly Progress Report on QEP Impact Report due March 1, 2025

March 28, 2024

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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).

Standard 7.2

The institution has a Quality Enhancement Plan that (a) has a topic identified through its ongoing, comprehensive planning and evaluation processes; (b) has broad-based support of institutional constituencies; (c) focuses on improving specific student learning outcomes and/or student success; (d) commits resources to initiate, implement, and complete the QEP; and (e) includes a plan to assess achievement. (Quality Enhancement Plan)

Relevant items from the previous report:

1. The QEP Website is restructured and updated.
 - a. Restructuring is completed. A QEP-Reports menu has been added for easy access to QEP Annual Reports and QEP Bi-weekly Progress Reports. The site is live now.
 - b. Links to Bi-weekly reports are available.
 - c. QEP Committee information as of January 31 2024, is updated.

2. QEP Information Session Meetings with Deans and Chairs are scheduled.
 - a. Two college meetings with chairs, COAS and COFAC, have been set up on 4/3. Also, COEHD and COE meetings are set up on 4/10 and 4/11 respectively.
 - b. A preparation is undergoing. We consider: One-page QEP information handout, the QEP comprehensive report (2023), Math Pathway flyers, and the current Declaration of Intent records for each college.

In this report, the following items are updated:

1. Monthly QEP Marketing and Outreach Committee meeting held on 3/20.
2. Monthly QEP Faculty and Student Support Committee meeting held on 3/25.
3. Monthly QEP Leadership Committee meeting held on 3/26.
4. DOI to Degree Plan change process

1. Monthly QEP Marketing and Outreach Committee meeting held on 3/20.

- A. Math Pathway information is shared and marketing items are discussed.
- B. Creating a new one-page flyer for HS counselors with endorsements are suggested. The committee set a tentative deadline for the new flyers on May 1st.

2. Monthly QEP Faculty and Student Support Committee meeting held on 3/25.

- A. A plan for continuous improvement effort on QEP math courses is outlined.
 - a. Run an item analysis on the exam on a regular course and identify one or two problem content areas.
 - b. Inform the problem areas to the instructors of the corresponding corequisite course. They perform appropriate changes/enforcement on these concepts.
 - c. Run an item analysis on the exam again to see any improvement on student performance. This feedback system ensures continuous improvement on student learning outcomes.

- B. Brandy Palmer started a pilot project on MATH1332 by running an item analysis on her own exam dataset.

3. Monthly QEP Leadership Committee meeting held on 3/7.

- A. Evidence of continuous improvement is emphasized.
- B. Making sure we engage everyone.

4. DOI to Degree Plan change process

- A. Through meetings and collaboration of numerous stakeholders, the process of DOI to degree plan change is understood. A separate document or flowchart for this important process is in preparation.