



TITLE: Quality Enhancement Plan Development and Implementation

PROCEDURE NUMBER: 1-1-2010.3

RELATED POLICY AND PROCEDURES: 1-1-2010 Accreditation and Substantive Change Policy

DIVISION OF RESPONSIBILITY: Academic Affairs

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<u>June 24, 2013</u>	<u>October 29, 2024</u>	<u>October 29, 2024</u>
Approved by Area Commission	Date of Last Review	Date of Last Revised

Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Institutional Liaison to review and revise this procedure.

Procedure

The following process is used to develop the Quality Enhancement Plan (QEP) of the College:

The Vice President for Academic Affairs solicits members for three committees: Topic Selection, QEP Development, and QEP Implementation. Committees are selected as the QEP process develops. The first committee to be formed is the Topic Selection Committee.

A. Step 1: Topic Selection

1. The Vice President for Academic Affairs, with assistance from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Institutional Liaison, announces the Call for Quality Enhancement Topics to the College community and solicits Quality Enhancement Plan (QEP) Topic Selection Committee membership whose charge is to recommend a final list of

topics for the QEP. The Vice President for Academic Affairs or designee develops a timeline for the topic selection process.

In the event the SACSCOC Liaison is not the designee, the SACSCOC Liaison will serve as a member of the QEP Topic Selection Committee.

The QEP Topic Selection Committee may use a variety of methods to solicit topics and to promote broad-based involvement in the topic selection process. Some suggested methods to encourage broad-based involvement include campus surveys and employee and student focus groups. Topics are reviewed according to the following framework presented in SACSCOC Standard 7.

1. The topic will be identified through ongoing, comprehensive planning and evaluation processes in place at the institution.
 2. The topic has broad-based support of institutional constituencies.
 3. The topic focuses on improving specific student learning outcomes and or student success.
 4. The topic has the institutional resources to initiate, implement, and complete the QEP.
 5. The topic can support a plan to assess achievement of student learning outcomes or student success. Topics meeting these criteria are compiled and presented to the College faculty and staff for consideration.
2. Once the list of topics is narrowed, individual faculty and staff, departments or divisions are invited to submit brief white paper proposals in support of one of the topics. Directions for development of the white paper proposal are provided in Attachment A.
 3. The white paper proposals are reviewed by the QEP Topic Selection Committee. The most compelling papers are forwarded for review to the Institutional Officers who, upon consideration of college-wide input, make the final selection of the QEP topic.
 4. The Vice President for Academic Affairs announces the topic to the College community.

B. Step 2: Quality Enhancement Plan Development

1. The Vice President for Academic Affairs solicits membership for the QEP Development Committee. The SACSCOC Liaison shall be a standing member of this committee. The charge for this committee is to develop the QEP according to guidelines provided by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The latest guidelines can be located on the [SACSCOC website](#).

2. The QEP Development Committee will:
 - a. Develop a written QEP to comply with [SACSCOC Principles of Accreditation Standard 7.2](#).
 - b. Ensure broad-based participation in the plan development process.
 - c. Complete all major steps in the QEP plan development process.
 - d. Publicize and promote the QEP to the College community with assistance from Marketing and Public Relations.
 - e. Produce a complete written draft of the entire QEP, meeting the content requirements of the SACSCOC.
 - f. Recommend a QEP Consultant with expertise in the area of the topic if warranted.
 - g. Follow the QEP Lead Evaluator Nomination Process to identify and submit a QEP Lead Evaluator to serve on the SACSCOC on-site review.
3. Once the QEP is developed, the Vice President for Academic Affairs leads a review of the QEP. Once the plan is finalized, the QEP Development Committee works with College Communications and the Institutional SACSCOC Liaison to develop and implement a communication plan for the QEP.

Step 3: Quality Enhancement Plan Implementation

1. Membership on the Quality Enhancement Implementation Committee includes representatives from the areas of student learning addressed in the QEP and a Director. The Director is responsible for the implementation, assessment, and continuation of the QEP. The QEP Director works closely with the members of the Quality Enhancement Implementation Committee, the Office of Institutional Research, Planning, and Effectiveness; and the Institutional SACSCOC Liaison to provide program oversight and to monitor the assessment of the program and student learning outcomes of the QEP. Committee members are responsible for implementing the QEP and assisting the QEP Director with documenting achievement of the program and student learning outcomes . The Director, with assistance by the SACSCOC Liaison, is expected to provide semester updates on the implementation and assessment of the QEP to the Vice President for Academic Affairs.

2. The QEP Director is named by the Vice President for Academic Affairs. The Director receives a course release for each semester of service and serves at the discretion of the Vice President for Academic Affairs. The general assigned duties for the QEP Director are:
 - a. Monitor and maintain the implementation of QEP.
 - b. Provide regular updates about the QEP implementation to the College community.
 - c. Maintain an annual budget of the QEP, as assigned by the Vice President for Academic Affairs.
 - d. Submit an annual Administrative Outcome Assessment Report(OAR) of the program and student learning outcomes of the QEP as outlined in the Institutional Effectiveness Framework.
 - e. Assist the QEP Implementation Committee and the SACS Liaison with producing an annual QEP Summary Report.
 - f. Serve on the SACSCOC Reaffirmation and Fifth Year Interim Report Committees.
 - g. Participate in the development of the QEP Impact Report.
3. The QEP is submitted to the SACSCOC On- Site Review Committee who will evaluate the QEP and make a recommendation to the SACSCOC Board of Trustees who will determine compliance with Standard 7.2.
4. Implementation of the QEP will begin following notification of its acceptance and compliance with Standard 7.2. The period of implementation is five years.
5. During year five of the implementation period, the QEP Director will begin development of the QEP Impact Report. SACSCOC provides a [document](#) that defines the process for the review of the QEP Impact Report.