



Office of Research & Institutional Effectiveness
“Student Retention: Stepping Stones to Success”

QEP Subcommittee Roles & Responsibilities

Assessment Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Review all QEP data
- Assist in creating and maintaining a culture of assessment around the QEP topic and student outcomes
- Motivate faculty and staff in all steps of the assessment process
- Develop an assessment plan to effectively assess QEP student learning outcomes
- Develop a plan for disseminating assessment results to promote continuous improvement
- Research both summative and formative assessments for writing communication skills, oral communication skills and academic advising to be used for the QEP

Writing (QEP) Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Collect from the Steering Committee all final section drafts submitted by the various subcommittees
- Undertake revision work as needed
- Assemble a final QEP document that is clear, precise, easy to read, and consistent in voice and style
- Ensure that the final QEP document adheres to all formatting specifications required by SACSCOC

Logo/Marketing Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
 - Record minutes of all meetings along with a meeting agenda
 - Provide monthly updates during the QEP Committee Meeting
 - Prepare QEP Newsletter
 - Develop Promotional Materials
 - Build brand identification for the selected QEP Topic (*“Student Retention: Stepping Stones to Success”*)
 - Develop a plan to create awareness of the QEP for all campus constituents
 - Create an attractive college website designed to both share and receive information about the QEP
 - Submit the website design ideas to the QEP Steering Committee for approval

Writing & Oral Communication Skills Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Research course redesign
- Develop course modules
- Research best practices for teaching writing communication skills
- Research instructional resources
- Develop informal classroom assessments
- Develop common writing rubrics
- Develop in-class writing activities
- Revise course syllabi for EN101 and EN102 to ensure that it is addressing the student learning outcomes in the QEP
- Research best practices for teaching oral communication skills
- Research instructional resources
- Develop informal classroom assessments
- Develop common writing rubrics
- Develop in-class writing activities
- Revise course syllabi for Foundations of Speech 111 to ensure that it is addressing the student learning outcomes in the QEP

Academic Advising Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Research Developmental Advising Model
- Research “Intrusive Model” Advising
- Research Success Coaching
- Create advising strategies to implement
- Develop a comprehensive advising system that ensures all students receive timely and accurate guidance
- Design a multi-tiered advising system
- Revisit academic advising forms & checklists
- Research best practices training for academic advisors and mentors
- Align academic advising processes to the National Academic Advising Association (NACADA)

Student Tutorial Support Services Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Research e-Tutoring and programs
- Create a Tutoring Handbook
- Research formal training programs for tutors
- Create a tutoring cohort of retired English high school teachers and/or college professors

Faculty Professional Development Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Design student workshops that align with the QEP student learning outcomes
- Design faculty workshops that align with the QEP student learning outcomes
- Develop a QEP Faculty Professional Development Calendar
- Recommend professional development delivery options
- Recommend how to integrate a QEP component into the new employee on-boarding process

Implementation Subcommittee

This committee will:

- Meet monthly before the scheduled QEP Committee Meeting (*refer to the QEP Work Sessions Calendar*)
- Record minutes of all meetings along with a meeting agenda
- Provide monthly updates during the QEP Committee Meeting
- Identify and articulate resources needs (staffing, resources, equipment, etc.) associated with the QEP implementation
- Identify and articulate all ramification of the QEP, including modification to policies and procedures, adjustments to faculty loads, reallocation of funds, development of support infrastructure
- Identify and articulate an administrative structure for the implementation and ongoing operation of the QEP
- Develop an implementation timeline that describes how the QEP will be rolled out in an orderly and manageable sequence

SACSCOC 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.



“Student Retention: Stepping Stones to Student Success”