



## Quality Enhancement Plan Request For Proposals

### Purpose of this Request for Proposals

As a member institution of the [Southern Association of Colleges and Schools Commission on Colleges](#) (SACSCOC), Virginia Commonwealth University (VCU) is required to develop and submit a Quality Enhancement Plan (QEP) as part of the materials necessary for reaffirmation of accreditation.

Per SACSCOC guidelines, QEP proposals must “reflect and affirm a commitment to enhance overall institutional quality and effectiveness by focusing on an issue that the institution considers important to improving student learning outcomes and/or student success.”

Based on the SACSCOC criteria and data gathered through implementation of the [REAL](#) academic regulation, the broad theme for the next QEP is:

### Level Up!

#### Connecting all students to transformative, mentored experiences

A wealth of research supports that high impact experiential learning that incorporates reflection and mentorship **help students become autonomous learners and agents of their own change.**

Because VCU believes that the best and most transformative ideas come from VCU’s own faculty and staff, we are requesting proposals for projects that explicitly connect VCU students to life-changing mentored experiences. This RFP represents an opportunity for the VCU community to propose possible topics for the direction of VCU’s next QEP.

### QEP General Requirements

The SACSCOC guidelines for the QEP are that it must:

- Be tied to VCU’s strategic plan, [Quest 2025](#).
- Have been identified through VCU’s ongoing, comprehensive planning and evaluation processes.
- Have broad support across University stakeholder groups.
- Focus on improving student learning and/or student success.
- Be guided by institutional data in the selection, development, and implementation of the program.

- Be provided the needed resources to initiate and implement the proposal.

## Proposal format and content requirements

- Descriptive title
- A concise, and persuasive statement of the importance of the topic/project you are proposing, addressing a specific need or area of opportunity
- 3-7 pages, numbered (1" margins, 11-pt font Arial or equivalent), in PDF format
- Clearly written for a broad audience as these will be shared with all members of the VCU community (faculty, staff, and students)

## Proposal content guidelines

All proposals are expected to provide the following information about their suggested topics:

- **Abstract:** An opening statement that provides a concise summary of your proposal, previewing the most compelling reasons and evidence for your topic as well as identifying potential partners, the broad impact, and implications of the project.
- **Alignment with institutional priorities:** Briefly demonstrate how your proposed topic connects with VCU's strategic goals as reflected in the proposed [recalibrated Quest 2025](#) (pending approval at the June 2022 meeting of the Board of Visitors) and the university's goal of connecting all students to mentored transformative learning [REAL experiences](#).
- **Student learning/success:** Clearly identify the need or opportunity that your proposed topic addresses, the target population, and how they would benefit from your project.
- **Project goals and objectives:** Briefly describe the major **goals** (broad, overarching targets) and **objectives** (tactical, tangible steps to achieve those goals)
- **Potential Partners and Collaborators:** Identify the partnering offices or units that would be engaged in implementation of your project.
- **Outcomes:** Describe what you expect to achieve as a result of your proposed project and how success will be measured.
- **Timeline:** Briefly outline the timeline for your proposal, in terms of years or semesters as appropriate.
- **Budget or Resources Needed:** Provide an approximate overview of expected costs for your proposal at this time, potentially including:
  - Staff time/positions that might be required to implement and assess the project.
  - Office space requirements.
  - Stipends, tutoring hours, etc.
  - Travel funds as needed.
- **Bibliography/References:** List if applicable.

**Submit** your proposal using the online form by 5 p.m., September 23, 2022: [QEP Topic Proposal Submission Form](#) .

All proposals will be reviewed by a QEP subcommittee using the following rubric (rubric link). Queries can be directed to [qep@vcu.edu](mailto:qep@vcu.edu).

**Not sure how to get started?**

Virtual workshops for proposal writing will be offered throughout the proposal process, with the first session scheduled for May 19. To see additional dates and to sign up, [WEBSITE LINK HERE]

Examples of QEP topics and ideas can also be found on the SACSCOC website:  
<https://sacscoc.org/quality-enhancement-plans/2020-track-b-qep-summaries/>