QEP Topic Proposal Writing

Selecting the Topic for VCU's next QEP:

A workshop hosted by the
QEP Planning & Development Committee

June 14, 2022

QEP Website

The QEP website is our clearinghouse for all things QEP, including how to submit a topic proposal!

provost.vcu.edu/qep

VCU

QEP Planning & Development Committee Engagement Work Group

Today's session was planned by the Committee's Engagement Work Group. If you have questions or ideas for future sessions, let us know!

- **Jeffery Wilson**, Associate Professor, Higher Education & Associate Dean, The Graduate School, School of Education
- **Katie Elliott**, Associate Director, Service-Learning Office
- **Ann Marie G. Halstead**, Assistant Professor & Coordinator of Humans of RVA & VCU, Honors College
- **Jan Altman**, Executive Director of IExcel Education, Inclusive Excellence, IES
- **Aisha McGriff**, Instructional Design Lead, VCU Online
- **Amy Leap Miller**, Education Abroad & Global Learning Specialist, Global Education Office
- **Tammy Swecker**, Associate Professor & Interim Program Director Dental Hygiene Program, School of Dentistry
- **Wenli Yan**, Associate Professor, Wilder School of Government and Public Affairs

VCU

QEP Planning & Development Committee Work Group Representatives

The following representatives from the Committee are available to answer your questions during the Q&A.

Research and Development Work Group
- **Nia Rodgers**, Public Affairs Research Librarian, Cabell Library
- **Amy Rector**, Associate Professor, Anthropology & Director, School of World Studies
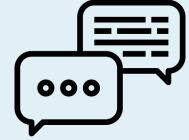
Evaluation Work Group
- **Peter Aiken**, Associate Professor, School of Business
- **Nancy Husson**, Assistant Professor, School of Nursing

Marketing Work Group
- **Vicky Shivy**, Associate Professor, Department of Psychology (CHS)
- **Tom Myrick**, Assistant Director, Strategic Communications, Office of the Provost

VCU

Objectives for today

- What is a SACSCOC QEP?

- Role of faculty and staff in QEP development

- Role of the Planning and Development Committee

- Topic selection process and timeline for the Committee's work

- How you can contribute a proposal

Please ask questions and provide **feedback** as needed throughout the presentation

VCU

What is a QEP?

A **Quality Enhancement Plan (QEP)** is an integral and required part of the SACSCOC 10-year reaffirmation process. It is a future-oriented, time-bound project that allows the university to demonstrate its commitment to the continuous improvement of student learning and success.

Six SACSCOC requirements of an acceptable QEP

- Identifies key, emerging issues for action based on institutional data and assessment
- Aligns with and supports the institution's strategic plan
- Focuses on student learning outcomes and the environment supporting student learning
- Reflects broad-based involvement of institutional constituencies in its development and implementation
- Demonstrates an institution's capability to implement and complete the QEP within the 5-year timeframe
- Includes clear and measurable goals and a detailed plan to assess their achievement

VCU

What is a QEP (in practice)?

There is no cookie-cutter template for what a QEP is. In practice, QEPs look different based off the needs and circumstances of the institution developing them.

A QEP *must*:
- Connect to the institution's strategic plan and priorities
- Be data informed and inquiry driven
- Be realistic and assessable

A QEP *can*:
- Target specific student populations
- Focus on experiences outside of the classroom
- Leverage existing and ongoing initiatives
- Connect to a prior QEP

A QEP *should*:
- Enhance student learning
- Focus on a bounded question
- Reflect broad-based input through a phased development

⭐ Above all, QEPs must have **students** at the center ➡️

VCU

QEPs that are faculty-driven recognize

Faculty and staff roles in:

- Governing and overseeing the curriculum

- Providing content expertise

- Inheriting the QEP topic and implementation decisions

- Identifying the 'right' actions and resources to take a QEP from a vision to an actionable plan

VCU

QEP Development: A Phased Approach

ACADEMIC YEAR 2021-2022
Phase 1: Initial planning
QEP Planning & Development Team with broad representation convened to assist with identification of potential QEP topics based off a data-driven QEP theme (Level up!)

ACADEMIC YEAR 2022-2023
Phase 2: QEP topic selection
VCU faculty and staff invited to submit topic proposals. All submissions evaluated using a standard rubric and process developed by the Planning and Development Committee. Top 2-3 proposals will be further assessed for feasibility, impact, capacity for institutional assessment, and connection to VCU's strategic direction.

Phase 3: QEP development
Final topic selected and writing team convened. Development and drafting of the Quality Enhancement Plan that will be submitted to SACSCOC begins.

ACADEMIC YEAR 2023-2024
Phase 4: QEP pilot and submission to SACSCOC
Fall 2023 pre-implementation pilot and awareness campaign; Spring 2024 SACSCOC On-Site Visit

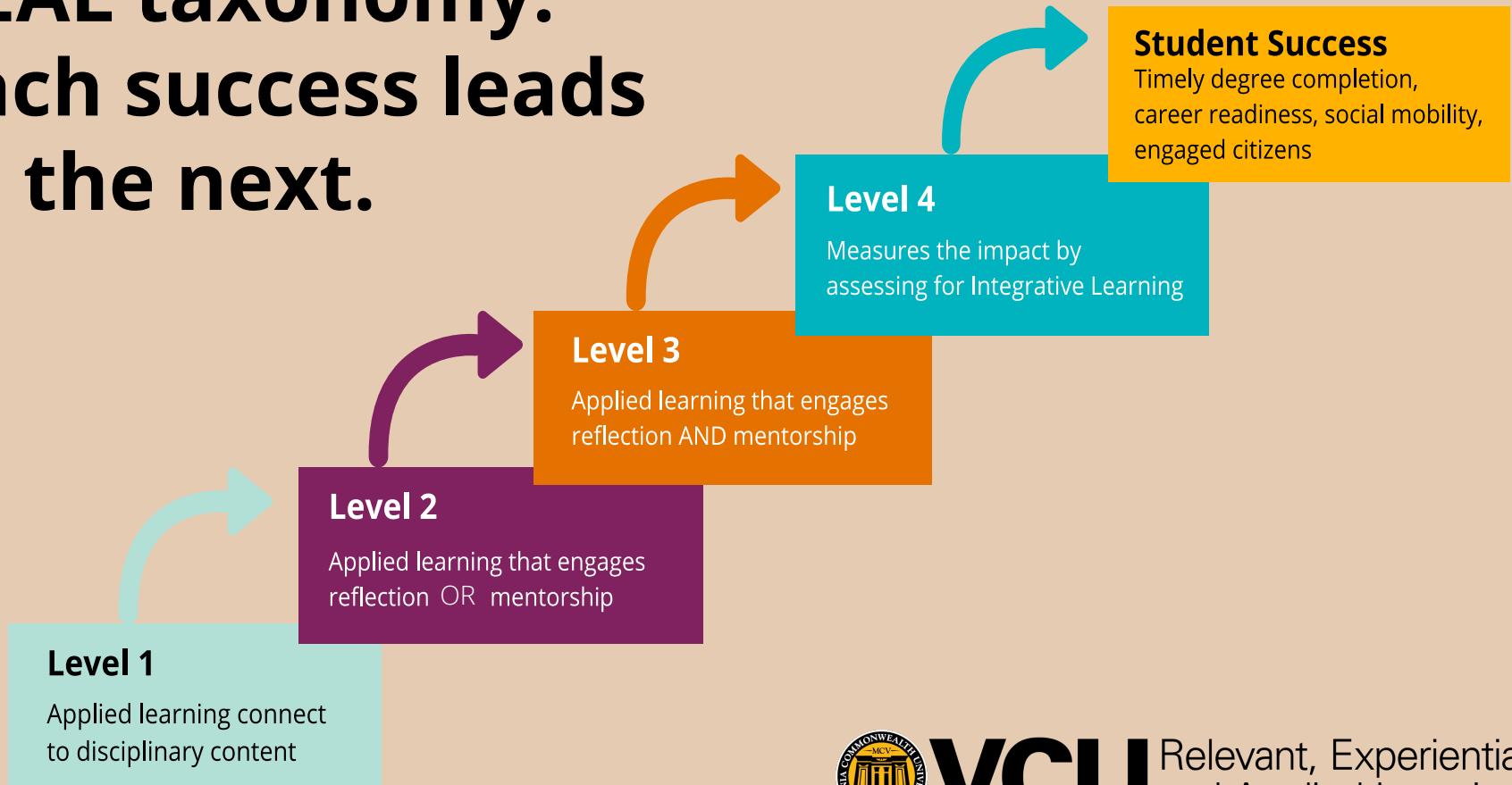**SPRING/SUMMER 2024 - FALL 2029**
Phase 5: QEP implementation
Activate implementation plan immediately upon SACSCOC approval

QEP broad theme

Theme: **Level Up!: Connecting all students to transformative, mentored experiences**

- Alignment with key pillars of the recalibrated Quest 2025 strategic plan

- Provides direction and context while allowing broad flexibility to potential proposal topics

- Leverages the momentum gained through the REAL initiative

- An opportunity to continue our REAL work in a focused, intentional way

VCU

REAL taxonomy: Each success leads to the next.

Level 1
Applied learning connect to disciplinary content

Level 2
Applied learning that engages reflection OR mentorship

Level 3
Applied learning that engages reflection AND mentorship

Level 4
Measures the impact by assessing for Integrative Learning

Student Success
Timely degree completion, career readiness, social mobility, engaged citizens

VCU Relevant, Experiential and Applied Learning

Significance of the Planning & Development Committee

Their ongoing work:

- **Guides the topic selection and development process**
  - Establishes criteria and procedures for proposal submission
  - Develops evaluation rubric for assessing proposals
  - Identifies the evaluation process for full QEP proposals

- **Drives engagement for VCU community**
  - Request for Topic Proposals – the current "RFP"
  - Engagement activities (e.g., writing workshops) for faculty, staff, and students

VCU

Timeline

April-May 2022: QEP Planning and Development Committee finalizes and releases the Request For Proposals (deadline for submissions Sept. 23)

June-Sept. 2022: QEP work groups continue to meet, writing workshops and other engagement opportunities held

Sept.-Oct. 2022: Proposals evaluated and selection

Nov. 2022: QEP topic announced and writing team identified

Dec. 2022: SACSCOC annual meeting/orientation for QEP writing team

Jan.-Aug. 2023: QEP draft is prepared

Sept.- Dec. 2023: Pilots initiated, QEP draft circulated for review and final revision

Spring 2024: QEP submitted to SACSCOC

Topic selection:

- Must be aligned with LEVEL UP

- Must be aligned with priorities articulated in State of Academic Affairs address, which set the vision for the academic enterprise

- Must be aligned with Quest 2025 Recalibration

Proposal content

What information should a proposal contain?

- Alignment with institutional priorities - recalibrated Quest 2025, REAL initiative

- Why, Who, How

- Project goals, objectives, outcomes

- Partners and collaborators

- Needed resources

- Timeline

VCU

Proposal timeline

The proposal stage of the QEP takes place **now until October 2022.**

- Request for proposals release: **May 2022**

- Begin proposal writing: **May - June 2022**

- Summer workshops:
    - **Thursday, July 21 at 12 p.m.**
    - **Wednesday, August 17 at 1 p.m.**

- Proposals due: **Friday, September 23 at 5pm**

- Proposals evaluated, project selected, and announcement: **Sept-Nov 2022**

VCU

Proposal evaluation

A copy of the **QEP Proposal Evaluation Rubric** can be found on the QEP website. The rubric will be used for evaluating proposals and can also be used as a guide during proposal writing.

Evaluation Rubric Criteria
- Mission and Strategic Plan Alignment
- Alignment with Diversity, Equity, and Inclusion
- Enhances Student Learning
- Data Informed and Inquiry Driven
- Assessable
- Broad-based Involvement
- Feasible Timeline
- Resources

Hitting *pause* ⏸

Question and answer session

VCU

Next steps

- **Submit a topic proposal (and encourage others in your unit to participate as well!)**
  - Application, RFP, and rubric can be found on QEP webpage (provost.vcu.edu/qep)

- **Attend and promote writing workshops/other engagement opportunities**
- **Upcoming workshops:**
  - July 21, noon
  - Aug. 17, 1 p.m.

Thank you for your time and partnership!

Questions?
Contact qep@vcu.edu