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
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
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
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.
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
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.

<table>
<thead>
<tr>
<th>A QEP must:</th>
<th>A QEP can:</th>
<th>A QEP should:</th>
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<tbody>
<tr>
<td>● Connect to the institution’s strategic plan and priorities</td>
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<td>● Be data informed and inquiry driven</td>
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<td>● Be realistic and assessable</td>
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<td>● Target specific student populations</td>
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<td>● Focus on experiences outside of the classroom</td>
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<td>● Leverage existing and ongoing initiatives</td>
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<td>● Connect to a prior QEP</td>
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<td>● Enhance student learning</td>
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<td>● Focus on a bounded question</td>
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<td>● Reflect broad-based input through a phased development</td>
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Above all, QEPs must have students at the center.
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
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
REAL taxonomy:
Each success leads to the next.
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
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
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
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
Question and answer session
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