University of Houston Clear Lake

Timeline for the Development of Quality Enhancement Plan

Stage 1: Preparation for QEP Topic Selection

Step 1: Information Gathering (2009/2010)
   UHCL SACS representatives have been attending workshops and meetings to address the QEP Topic process.

Step 2: Establishment of Relevant Data (2009/2010)
   The Office of Institutional Effectiveness (OIE) compiled data to serve a resource in identifying potential QEP Topics.

Step 3: University Wide Dissemination of QEP Process (2009/2010)
   Ongoing presentations and discussions of the Reaccreditation Process and the QEP have occurred at multiple university assemblies to inform faculty and staff about the process. For instance, on February 22, 2010, a university wide workshop inviting faculty and staff was conducted to discuss the process of formulating a QEP Topic related to the UHCL. Dr. Gerry Dizinno, Associate Vice Provost at the University of Texas San Antonio, was the presenter.

Step 4: SACS Faculty Coordinators for University Schools (2009/2010)
   The Office of the Provost established a committee of SACS coordinators with representatives from each of the four UHCL Schools: Business, Education, Human Sciences and Humanities, and Science and Computer Engineering. This committee has been meeting on a regular basis to discuss the Reaccreditation Process and complete reports on Comprehensive Standards.

Step 5: Establishment of QEP Topics Committee (Spring 2010)
   The Office of the Provost established the QEP Topics Committee with representatives from the four UHCL Schools (i.e., Business, Education, Human Sciences and Humanities, and Science and Computer Engineering), Faculty Senate, Administration and Finance, Student Services Association (SSA), Student Services Administration, and Professional and Administrative Staff Association (PASA), Student Body, and Support Staff Association. The Topics Committee developed the format for requesting QEP Topics University wide, as well as a rubric for evaluating the topic proposals.

Step 6: University Wide Request for QEP Topics (Spring/Summer 2010)
   University-wide dissemination of the request for QEP Topics, along with a required format (i.e., Brief Description of the Topic, Rationale for Topic Selection, Desired Student Learning Outcomes, Actions to be Implemented, and Assessment). Distribution as well as presentation/explanation of the Request for QEP Topics included electronic delivery (i.e.,

email), presentations at multiple meetings, e.g., Council of Chairs (COC), Student Services Association (SSA), Professional and Administrative Staff Association (PASA), and Student Government Association (SGA).

Step 7: Hiring of a QEP Director (Spring 2010)
The Office of the Provost established a search plan (e.g., job description, committee) for a QEP Director It is anticipated that the director will start in 2011.

Step 8: Development of the UHCL QEP Website (Summer/Fall 2010)
The QEP Website is developed to post QEP information.

Stage 2: Selection and Development of the QEP Topic

Step 1: Selection of QEP Topic (Summer/Fall 2010)
The QEP Topics Committee will review QEP Proposals, using a rubric, and select the relevant issue(s), and recommend this issue(s) to the Offices of the President and Provost.

Step 2: Initial Development of the QEP Topic (Summer/Fall 2010)
The QEP Topics Committee will direct the initial development of the QEP Topic with collaboration with university stakeholders, addressing the required format including the Description of the Topic, Research for the Topic, Desired Student Learning Outcomes, Implementation Plan, and Assessment Process.

Step 3: Selection of the QEP Steering Committee (Fall 2010)
The Office of the Provost will established the QEP Steering Committee with representatives from the four UHCL Schools (i.e., Business, Education, Human Sciences and Humanities, and Science and Computer Engineering), Faculty Senate, Administration and Finance, Student Services Association (SSA), Student.

Step 4: Development and Refinement of the QEP Topic (Fall 2010; Spring/Summer 2011)
With the completion of the QEP Topics Committee's task of identifying a QEP Topic, the QEP Steering Committee will oversee the development and refinement of the QEP Topic with collaboration with university stakeholders, addressing the required format including
- Description of the Topic
- Research Support for the Topic linked to UHCL Data indicating Student Need
- Expected Student Learning Outcomes with set Measurements/Documentation
- Implementation Plan with Timeline, Responsible Person(s), Resources, and Formal and Summative Assessment Process
- Itemized Annual and Multi-Year Budget for Implementation of the Plan

Step 5: Organizational Approval of the QEP Topic (Fall 2011/Spring 2012)
With the completion of the QEP Report, finalize plans for the campus visit by SACS officials.