



Biweekly Progress Report on QEP Impact Report due March 1, 2025

April 26, 2024

Prepared by Kye Kang for Dr. Samuel Jator

Guiding Principles

- A. Must have a timeline and advertise it with flexibility.
- B. Must read the handbook to understand Policies and Bylaws.
- C. Meetings with Agenda and Minutes
- D. Meetings at least every month
- E. Organize Narrative by subsections (use present or past tense).

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.

(Quality Enhancement Plan)

Relevant items from the previous report:

1. QEP Information Sessions for Colleges:
 - a. COAS and COFAC meetings are held.
 - b. COE meeting is scheduled.
 - c. COEHD and COB meetings will be scheduled.
2. DOI to Degree Plan change process investigation:
 - a. A new link to the DOI form is established.

- b. A new process for DOI to Degree Plan change is in place. It is tested with David Short (Registrar's), Theresa, and Kye.

In this report, the following items are updated:

1. Consultation with the chair (University Studies) held on 4/17.
2. Monthly QEP Marketing Committee meeting held on 4/18.
3. Monthly QEP Writing Committee meeting held on 4/18.
4. Monthly QEP Leadership Committee meeting held on 4/23.
5. DOI to Degree Plan change process: Completed

1. Chair's meeting (University Studies) held on 4/17.

- A. To meet the needs of diverse fields of studies within University Studies program, most non-STEM majors will choose non-algebraic pathways or math course. The chair submitted DOIs, and they are in process. It will be the first run of our new system.

2. Monthly QEP Marketing Committee meeting held on 4/18.

3. Monthly QEP Writing Committee meeting held on 4/18.

- A. Skeletons of Section I and Section II are shared among committees. Based on the discussions, the first drafts of Section I and II will be shared the following week.

4. Monthly QEP Leadership Committee meeting held on 4/23.

- A. This term, we reached out Deans and chairs via college meetings and individual chair consultations. But, we also need to outreach faculty members to foster buy-in. A video recording of QEP information session may be pursued.
- B. We may use external reviewers for the final QEP Impact Report.
- C. Dr. Freddie's new pilot on continuous improvement of math courses (Corequisite and regular course pair) should be mentioned in the Reflection's section in the report.

5. DOI to Degree Plan change process: Completed

- A. Setting the DOI layer on top of the current degree plan change is established. So, from now on, chairs will submit a DOI for their degree plan change (math core), which should be QEP approved before the registrar's office considers the change.
- B. A new link to the DOI form is set up.
- C. Dr. Rachel (University Studies) submitted the new DOIs for the first run of the system.