



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

May 10, 2024

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### **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:**

- A. QEP DOI to Degree Plan change system in place:
  - a. With the new system in place, 14 DOIs have been submitted and processed so far.

### **In this report, the following items are updated:**

- 1. QEP committee chairs meeting held on 4/29.

2. Monthly QEP Advising Committee meeting held on 5/2.
3. QEP Information Session held for College of Engineering chairs and the Dean on 5/2.
4. QEP Surveys for faculty and students for spring 2024.

**1. QEP Committee Chairs meeting held on 4/29.**

- A. Committee chairs are gathered to share their stories of activities during the spring semester and to discuss priorities of the QEP this summer and beyond.
- B. The Director's report highlighted the new system of DOI to Degree Plan change, the compilation of DOI submissions, catalog degree plans, and their discrepancies, math pathway flyer redesign, QEP Information sessions for college meetings, and restructured and updated QEP website with a continuous update with biweekly reports published every other week.
- C. Each committee chair's brief followed. The Marketing and Outreach Committee reported organization of a repository for QEP artwork and communication on Teams, selecting and ordering marketing items for events including the Cardinal View held in spring, and creating and distributing math pathway flyers for high school counselors in terms of "Endorsement," which is similar to "Meta" majors at LU. The Assessment Committee waits for the next round of student outcomes data in June. It is noted that assessment data and essential analysis has been updated through QEP Annual Comprehensive Reports for the past two years. The Advising Committee established the system of DOI and Degree Plan Change process via numerous meetings with all stakeholders involved. Also, the committee identified a need for a timely notification system of student major changes, and the work is underway with the IT and the Registrar's office. The Writing Committee reported a slow start, noting that there are still many moving parts that affect Section II of the Impact Report.
- D. The next meeting is planned in September.

**2. Monthly QEP Advising Committee meeting held on 5/2.**

- A. After two weeks of running the new DOI system, the committee found that sometimes chairs do not see what they want for math courses in the DOI form. In these cases, we should advise chairs to talk to Dr. David Short directly as before to change their degree plan.
- B. New designs for math pathway flyers are finalized.
- C. The first regular NSO (New Student Orientation) is scheduled on 6/14. The flyers should be ready by this date.

**3. QEP Information Session held for College of Engineering chairs and the Dean on 5/2.**

- A. QEP Director presented the QEP information including the current records of DOI, the link to the DOI, and the contact information in case a question arises.

**4. QEP Surveys for faculty and students for spring 2024.**

- A. Each semester, we run two QEP surveys: faculty and students. So far two faculty responded to the survey and 100 students participated.