

## QEP Timeline

### Phase 1

#### November-December 2013

**Activity:** Held a series of six well attended town hall meetings for faculty and staff

**Activity:** Surveyed faculty to help narrow list of topics from town hall meetings

**Action:** Sent results to SharePoint and asked faculty and staff to offer additional input

**Action:** The results revealed five major topics of interest including Writing and Critical Thinking

December 2013:

**Action:** E-Team identified members of the QEP steering team. Members from across the college and disciplines were selected. The initial team included representatives from Institutional Research (Eliza Hernandez), Institutional technology (Tyrell Schwab), Art faculty (Tim Jones), English faculty (Denise Tolan), SDEV/EDUC faculty (Gary Bowling), the NVC Vice President for Academics Jimmie Bruce), Librarian (Judy McMillan), Public Relations (Renata Serafin), administrative staff (Janie Scott) and Dean for Interdisciplinary Studies (Mary Dixson). All members are still active with the exception of Mary Dixson.

### Spring 2014

#### January – March 2014:

**Activity:** The QEP Steering team met several times (see meeting dates). These meetings allowed the team to research our institutional needs and examine student learning data. The team also found elements that, linked to our strategic plan and college mission, would be improved by a Quality Enhancement plan.

**Activity:** The QEP Steering team reviewed strategic planning data, completed an internal and external scan of data, and researched best practices nationwide for trends in current QEP's.

**Action:** The five topics from the Town Hall meetings were narrowed to three areas of interest based on the data, research and stakeholder input. The three topics selected were Information Literacy, Writing and Critical Thinking, and Innovative teaching models.

**Activity:** The QEP Steering team developed a plan to narrow the three topics into one and to gain broad based involvement in the final QEP selection process. This plan included soliciting input from faculty, administrators, students, staff and strategic partners.

**Action:** The Team determined, based on the reading of data and research of other institutions, that Information Literacy was the topic that filled the most institutional gaps and captured the largest area of interest.

**Action:** The Team then created multiple formats by which to gather and evaluate information and support for the topic of Information Literacy. These formats included surveys, focus groups and white papers.

**Action:** The Team added a Facebook page to introduce the elements of a QEP

**Activity:** Have the Team obtain E-Team input.

**Action:** After presenting the potential topic for the QEP to the E-Team, the administrative body suggested obtaining further input from faculty, staff and students by broadening the survey base to include business leaders and community leaders.

**Action:** The Team planned to survey students by providing links on all NVC student computers (including labs, library, and classrooms). QR codes were also placed on table toppers in the library, cafeteria area, and all the labs and tutoring centers.

**Action:** The Team developed a draft of a budget for the QEP

### March 2014

**Activity:** Developed budget for the QEP

**Activity:** Created Timelines for Phases II and III of QEP cycle

**Activity:** Develop public website for the QEP

**Activity:** Plan QEP Team meetings to go through Summer sessions to help with roll out in August

**Action:** Budget sent to administration for approval

**Action:** QEP website active and QEP added to Quick Links on home page

**Action:** Meetings scheduled through Summer

### March – April 2014

Survey Summary on QEP website

**Activity:** Developed three sets of survey questions for different groups

**Action:** Sent surveys to all faculty and staff, placed QR codes and survey links on student computers, sent survey to NVC business leaders, alumni, and community leaders. (Included a drawing for prizes if students completed survey and included email address)

**Action:** Results were overwhelmingly good. High response rates from all stakeholders, especially business leaders and faculty/staff groups.

### April 2014

**Activity:** QEP Steering Team met to discuss Survey results and complete a QEP goal based on input from stakeholders and previous information.

**Activity:** Met with consultant (Mark Smith) and discussed QEP goal with him. Mark Smith suggested our Team more clearly define QEP goals and be more specific on all terminology.

**Action:** The QEP topic was narrowed and aligned with our college goals and mission statement. QEP topic further developed with a tentative plan for assessment.

**Action:** Survey results were posted on the QEP website for all stakeholders to review

**Activity:** Broadened scope of QEP Team by adding members

**Action:** Invited representatives from Workforce (Viviane Marioneaux), Advising (Jennifer Alvarez), Career Services (Jo Garcia), Student representation (Cassie Sluka now Ashley Price), Lab Support (Deb Rankin) and community service and fundraising (Lynne Dean).

**Activity:** E-Team approved final selection of QEP topic.

**Activity:** Began work on selection of QEP graphic and final naming of topic

**Action:** Graphic was in design and the name FUSE was decided on as the QEP moniker

### May 2014

**Activity:** Presented QEP topic and plans to college faculty and staff at All College meeting

**Action:** Developed Executive Summary of the QEP

**Action:** Placed Executive Summary on public QEP website  
**Action:** Presentation from all college meeting available on SharePoint  
**Action:** Completed Literature Review for QEP topic based on research of the initial topic selection (On SharePoint)

### May – June 2014

**Activity:** Site visits to Trinity University to speak with current and former QEP chair and director  
**Action:** Redesign and updating of QEP website based on input from Trinity visit

### June 2014

**Activity:** Technology Fest was geared to feature topics concerning Information Literacy

### July 2014

**Action:** SACSCOC Summer Institute

### June – August 2014

**Activity:** Team developed a draft of the QEP assessment model  
**Activity:** Team planned faculty development day and convocation presentations  
**Activity:** An activity for Faculty development Day was developed  
**Activity:** Developed marketing plan  
**Activity:** Revised QEP graphic  
**Activity:** Planned faculty development sessions to help faculty create assignments with attention to Information Literacy skills  
**Activity:** Attended meetings to help plan for Eportfolio  
**Activity:** Put together Assessment team  
**Action:** QEP graphic was completed and Team approved.

### August 2014

**Action:** Roll out of QEP: infuse  
**Action:** Presentations at Faculty Development day and Faculty/Staff convocation  
**Action:** Activity at Faculty Development. Questionnaire filled out by all faculty and returned by department chair. Responses synthesized and evaluated. Responses helped Team see the QEP was responding to faculty needs.  
**Action:** Flew airplanes with QEP information on them at Convocation. Dr. Bruce addressed the QEP and its importance  
**Action:** Put together QEP Wall in SDEV/EDUC wing of MLH. Allowed students to answer the questions, "What does Information Literacy mean to you?" Responses synthesized and evaluated.

September 2014

**Activity:** Met with the NVC Business Council and introduced the QEP to that group

### Fall 2014

**Activity:** Plan pilot for 15 EDUC classes beginning Spring 2015  
**Activity:** Librarians develop Modules for EDUC/SDEV classes covering Information Literacy topic  
**Activity:** Ask for faculty to participate. Plan training day on January 10, 2015 for faculty participating in pilot. Find trainers.