Core Requirement 2.12: “The institution has developed an acceptable Quality Enhancement Plan (QEP) that includes an institutional process for identifying key issues from institutional assessment and focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution. (Quality Enhancement Plan)” (SACS-COC, 2012, p. 21)

**Topic Selection Guidelines**

- Emerges from an institutional **process** – *topic selection involved process that generated information and specific ideas from a wide range of constituents* (1.A.)
  - We **ALL** must be involved

- Emerges from institutional **assessment** – there is a *direct and strong relationship of QEP topic to institutional needs and it is clear how accomplishment of the QEP will directly improve institutional/student performance* (1.B.)
  - It must to be **DATA** driven

- Focuses on learning **outcomes** and accomplishing the mission of the institution – *detailed student learning outcomes are tied directly to institutional needs* (2.A.)
  - Our SLOs must be **SMART**:
    - S: Specific
    - M: Measurable
    - A: Attainable
    - R: Realistic
    - T: Timely
    (www.jrcert.org/outcomes-assessment/student-learning-outcomes/)

- Focuses on the **environment** supporting student learning and accomplishing the mission of the institution – there is a *clear relationship between activities of the QEP and the improvement of student learning, all tied to established institutional needs* (2.B.)
  - This is a **PLAN** for the **FUTURE** and cannot be in use at this time. Implementation will come after approval.
**What do we need from you NOW?**
Your ideas on the form provided (remember they must be data driven).

**When do we need the information?**
All submissions are due to Michelle Trubenstein by March 10, 2014 by 5:00pm preferably via email, but no written submission will be turned away.
Please do not give me verbal submissions -- I want to make sure that there is documentation for them all and I am afraid if you just tell me your thoughts and ideas I may forget to document them (thanks in advance).

**What will happen next?**
The acting QEP committee, which is currently comprised of members of the Assessment Team for Instruction (ATI) with representation from members of the Assessment Team for Services (ATS), will review the submissions and determine the top contenders. Those will then be presented to ALL in more detail so that the topic selection may be narrowed even further.
The process will continue with input from ALL, including students and communities of interest, until a final topic is determined. Further details will be determined based on submissions.