



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Quality Enhancement Plan Development and Implementation

**RELATED POLICY
AND PROCEDURES:** 1-1-2010 Accreditation and Substantive Change Policy

**DIVISION OF
RESPONSIBILITY:** Academic Affairs

June 24, 2013

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

It is the responsibility of the Vice President for Academic Affairs and the College's Southern Association of Colleges and Schools (SACS) Liaison to review and revise this procedure.

Procedure

The following process is used to develop the Quality Enhancement Plan (QEP) of the College. The Vice President for Academic Affairs solicits members for three committees: Topic Selection, QEP Development, and QEP Implementation. Committees are selected as the QEP process develops. The first committee to be formed is the Topic Selection Committee.

A. Step 1: Topic Selection

1. The Vice President for Academic Affairs, with assistance from the Institutional Southern Association of Colleges and Schools (SACS) Liaison, announces the Call for Quality Enhancement Topics to the College community and solicits Quality Enhancement Plan (QEP) Topic Selection Committee membership whose charge is to recommend a final list of topics for the QEP. The Vice President for Academic Affairs or designee develops a timeline for the topic selection process. In the event the SACS Liaison is not the designee, the SACS Liaison will serve as a member of the QEP Topic Selection Committee.



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2. The QEP Topic Selection Committee uses a variety of methods to solicit topics and to promote broad-based involvement in the topic selection process. Some suggested methods include campus surveys, employee and student focus groups, and email. Topics are reviewed according to the following criteria:
 - a. Relationship to institutional mission.
 - b. Focus on student learning and/or the environment supporting student learning. If addressing the student learning environment, the topic must demonstrate the relationship to student learning.
 - c. Impact on a significant student population or a broad group of students.
 - d. Manageability and data-supported.

Topics meeting these criteria are compiled and presented to the College faculty and staff for consideration.

3. Once the list of topics is narrowed, individual faculty and staff, departments or divisions are invited to submit brief white paper proposals in support of one of the topics. Directions for development of the white paper proposal are in [Attachment A](#).
4. The white paper proposals are reviewed by the QEP Topic Selection Committee. The most compelling papers are forwarded for review to the Institutional Officers who, upon considering college-wide input, make the final decision of the QEP topic.
5. The Vice President for Academic Affairs announces the topic to the College community.

B. Step 2: Quality Enhancement Plan Development

1. The Vice President for Academic Affairs solicits membership for the QEP Development Committee. The SACS Liaison shall be a standing member of this committee. The charge for this committee is to develop the QEP according to guidelines provided by the Southern Association of Colleges and Schools



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Commission on Colleges (SACSCOC). The latest guidelines can be located on the SACSCOC website at www.sacscoc.org.

2. The QEP Development Committee defines the specific outcomes, researches appropriate educational initiatives related to the topic, designs effective implementation strategies, and identifies assessments to measure achievement of the QEP goals. Specifically, the committee will:
 - a. Design the QEP.
 - b. Ensure broad-based participation in the plan development process.
 - c. Complete all major steps in the QEP plan development process.
 - d. Publicize and promote the QEP to the College community with assistance from Marketing and Public Relations.
 - e. Produce a complete written draft of the entire QEP, meeting the content requirements of the SACSCOC.
 - f. Secure a QEP Consultant with expertise in the area of the topic, if warranted.
 - g. Identify and nominate a QEP Lead Evaluator (to serve on the SACSCOC on-site review).
3. Once the QEP is developed, the Vice President for Academic Affairs with assistance from the QEP Development Committee informs the College community of the plan.

C. Step 3: Quality Enhancement Plan Implementation

1. Membership on the Quality Enhancement Implementation Committee includes representatives from the areas of student learning addressed in the QEP and a Director. The Director is responsible for the implementation and continuation of the QEP. The QEP Director works closely with the members of the Quality Enhancement Implementation Committee, the Office of Institutional Research,



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Planning, and Effectiveness; and the Institutional SACS Liaison to provide oversight of the program and to monitor the assessment of the program and student learning outcomes of the QEP. Committee members are responsible for implementing the plan and documenting achievement of the program and student learning outcomes of the QEP. The Director, with assistance by the SACS Liaison, is expected to provide semester updates on the implementation and assessment of the QEP to the Vice President for Academic Affairs.

2. The QEP Director is named by the Vice President for Academic Affairs. The Director receives a course release for each semester of service and serves at the discretion of the Vice President for Academic Affairs.
3. The duties of the QEP Director include:
 - a. Serving on the SACS Reaffirmation and Fifth Year Report Committees.
 - b. Monitoring and maintaining the implementation of QEP.
 - c. Providing regular updates about the QEP implementation to the College community.
 - d. Assisting with the production of annual QEP assessment reports.
 - e. Maintaining the annual budget of the QEP, as assigned by the Vice President for Academic Affairs.
 - f. Participating in the drafting of the QEP Impact Report.
 - g. Submitting an annual Institutional Effectiveness Outcome Assessment Report (IEOAR) of the program and student learning outcomes of the QEP in conjunction with the Office of Institutional Research, Planning and Effectiveness.
 - h. Assisting the QEP Implementation Committee and the SACS Liaison with producing an annual QEP Summary Report.



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- i. Presenting updates to the College community on accomplishments of the QEP.
- j. Assisting the QEP Implementation Committee and SACS Liaison with Developing the QEP Impact Report.

D. Step 4 QEP Evaluation

1. Annually the QEP is assessed as part of the Institutional Effectiveness Outcomes Assessment reporting. It is the responsibility of the QEP Director to lead the Institutional Effectiveness Outcomes Assessment Report (IEOAR) planning and reporting process.
2. Annually, the QEP Director and SACS Liaison lead the QEP Implementation Team in the development of a summary impact report on the QEP. This report provides an annual update on the student learning outcomes of the QEP and of the overall goal(s) of the QEP.
3. During the fifth year of implementation, the QEP Director leads the QEP Implementation Team and the SACS Liaison in the development of a comprehensive QEP Impact Report that becomes part of the College's SACS Fifth Year Report.