QEP Submission Guidelines

The general format of the proposal:
- 1 page for the contact information (double spaced)
- 12 pages maximum for the main content (double spaced)
- 1 page for reference material (single spaced)

The proposal should address the following main topics and bulleted items, as appropriate:

Contact Information:
- Title of Proposal:
- Name(s): Asterisk the main contact person
- University Unit of contact person:
- Email of contact person
- Phone Number of contact person:

Introductory paragraph on topic:
- Describe a focused and manageable topic
- Address whether this topic is already embedded in Armstrong programs
- Describe what is new about this QEP or how it goes beyond already existing initiatives

Describe a need:
- Describe institutional data to support the need for your QEP idea
- Contact Institutional Research for any existing reports that may help
- If you need more institutional data, describe how you would go about obtaining it
- Describe external data that supports the need for your QEP idea on our campus
- Review the existing literature on your QEP topic or similar topics

Methods of the quality enhancement plan:
- This section is comparable to a methods section of an experiment or research project or the procedure section of a grant proposal.
- Describe a carefully designed course of action
- Identify university personnel and student participation, and materials needed

Expected outcomes:
- Describe outcomes as student learning outcomes
- Define the outcomes precisely
- Describe outcomes in specific measurable terms
- Note: Goals such as retention and graduation rates are not considered by SACS to be student learning goals. Focus on changing student learning or the student learning environment.

Assessment Plan:
- Describe assessment methods
- Describe assessment quantitative instruments or questions that link to expected outcomes
- Describe any other types of assessment instruments
- Show the link between assessment methods and instruments with the expected outcomes

Feasibility:
- Expenses: Specify potential new costs and/or redirected expenditures for people and things.
- Describe whether this QEP involves changing programs of study, the core, new courses or course descriptions of existing courses, and include whether you have support from academic constituencies who must approve programmatic or curriculum changes
- List AASU units not already outlined above that are needed to implement this QEP
- List, by title and institution, similar QEPs already approved in the SACS region

Proposal Submission Deadline: Email your proposal to Nancy Remler, chair of the QEP Steering Committee, by 5 pm on Monday, April 4th (Nancy.Remler@Armstrong.edu).