Armstrong’s Quality Enhancement Plan Topic Solicitation Timeline

11.12.10: The QEP Steering Committee is formed
- Membership: Nancy Remler (chair, LLP), John Kraft (Academic Affairs), Andy Clark (Enrollment Management), Geri Kilmer (Business and Finance), Mario Incorvaia (Staff Advisory Council, Arts Marketing Director), Bob LeFavi (Faculty Senate President, Health Sciences), Marilyn O’Mallon (Nursing), Kelly Woodruff (Disability Services), Suzy Carpenter (Chemistry), Lynn Long (Adolescent and Adult Education), Faith Washburn (undergraduate student), and Naomi Coffman (graduate student).

11.23.10: Initial meeting of the QEP Steering Committee
- Discussed the importance of the QEP to Armstrong
- Provided informational resources on QEP
- Developed outline for soliciting QEP proposals

12.20.10: QEP web page launched to Armstrong community
- Emails sent to faculty, staff, students, foundation board, alumni board showcasing web site
- Information about QEP with examples
- Solicitation process outlined

1.21.11: Armstrong community forum on QEPs
- Faculty, staff, students, foundation board, alumni board invited
- Information on QEPS
- Discussion of Armstrong’s QEP web page as a resource

2.21.11: Brief Initial Proposals Submitted
- Faculty, staff, students, foundation board, alumni board invited to submit initial QEP ideas
- To determine QEP proposal interest and provide guidance in early stage
- Five initial proposals distributed to university community on QEP website and email
- Comments welcomed from Armstrong community members

3.4.11: QEP Roundtable
- All members of the Armstrong community invited
- QEP submitters met with interested Armstrong community members
- QEP submitters received instructions on longer submission

4.4.11: QEP Proposals Due
- 12 page limit on QEP ideas
- Distributed to QEP Steering Committee

4.11.11: Steering Committee meeting to discuss QEP proposals
- Initial strengths, weaknesses, and questions identified
- Committee sent list of clarifying questions to each QEP submission team

4.19.11: Steering committee meeting to discuss QEP proposals
- Follow-up answers included in deliberations
- List of strengths and weaknesses produced for SACS Executive Committee

7.7.11: Armstrong’s SACS Leadership Team selects a topic
- Based on the proposals and the QEP Topic Selection Steering Committee’s review, First-Year Seminar with an emphasis on Information Literacy was chosen to be the topic for Armstrong’s QEP.