Austin Community College QEP Timeline

Communications

Wave One: Informational Campaign

Fall 2009

- *Different messages for faculty, staff and students*
  - *What is QEP?*
  - *Why is ACC creating a QEP?*
  - *Who is eligible to submit QEP themes?*
  - *What is AEC's role in QEP process?*
- *QEP Topic Requirements:*
  - *Need to be a new, data driven idea that improves student learning*
  - *Need assessable, measurable goals*
  - *Need broad-based participation*
  - *Need a budget*
  - *Need to be sustainable over 5 ye* ars

Wave Two: Solicit QEP Themes

Fall 2009

- *QEP page linked from ACC Home page*
- *QEP posters posted across campuses*
- *Include QEP in Supervisor Training Day*
- *From students:*
  - *Focus groups*
  - *SGA meetings*
  - *Projects in Speech and English classes*
  - *Include response cards with faculty evaluations asking: "If you could change one thing at ACC that would improve your learning, what would it be?"*
  - *Discuss QEP at January General Assembly and distribute response cards*
  - *Distribute response cards at association and committee meetings*

Wave Three: Continuous Communications

Oct 2009 - Dec 2012

- *Send out update communications with every step of the QEP process*
- *Post information to QEP page*

Identify QEP Topic

Identify Broad QEP Themes

Fall 2009

- *Solicit QEP broad themes from college community*
- *Develop rubrics for focused QEP Proposals (AEC subcommittee)*

Jan. 19, 2010

- *Deadline for submitting QEP broad themes*

Feb 2010

- *Categorize QEP broad themes (OIEA & AEC subcommittee)*

Apr 2010

- *AEC votes & recommends 10 QEP broad themes to SSISC*
- *SSISC selects 2-4 themes for focused QEP proposals*

Invite Focused QEP Proposals

Early May 2010 - Oct 1, 2010

- *OIEA publishes focused QEP themes and invite proposals (possibility of providing small grant funds)*
- *Proposals must include QEP Topic Requirements:*
  - *Need to be a new, data driven idea that improves student learning*
  - *Need assessable, measurable goals*
  - *Need broad-based participation*
  - *Need a budget*
  - *Need to be sustainable over 5 ye* ars

Oct - Dec 2010

- *Evaluate and rate focused QEP proposals using rubrics (AEC subcommittee)*

Jan 2011

- *SSISC selects QEP topic from focused QEP proposal submissions*
- *SSISC appoints members to committee to develop QEP*

Develop and Submit QEP Implementation Plan

Develop QEP Implementation Plan

Jan - Aug 2011

- *SSISC-appointed committee develops QEP Implementation Plan*
  - *Author(s) of focused QEP proposal should be part of committee*
  - *Staff of areas impacted by QEP should be represented on committee*
  - *SACS Liaison and SACS Coordinator should be on committee*

Feedback and Revision of QEP Implementation Plan

Sep 2011 - Jan 2012

- *Get input from stakeholders on QEP Implementation Plan*
- *Send QEP draft to other institutions with similar topics for input*
- *Send QEP draft to SACS consultant(s) for input*

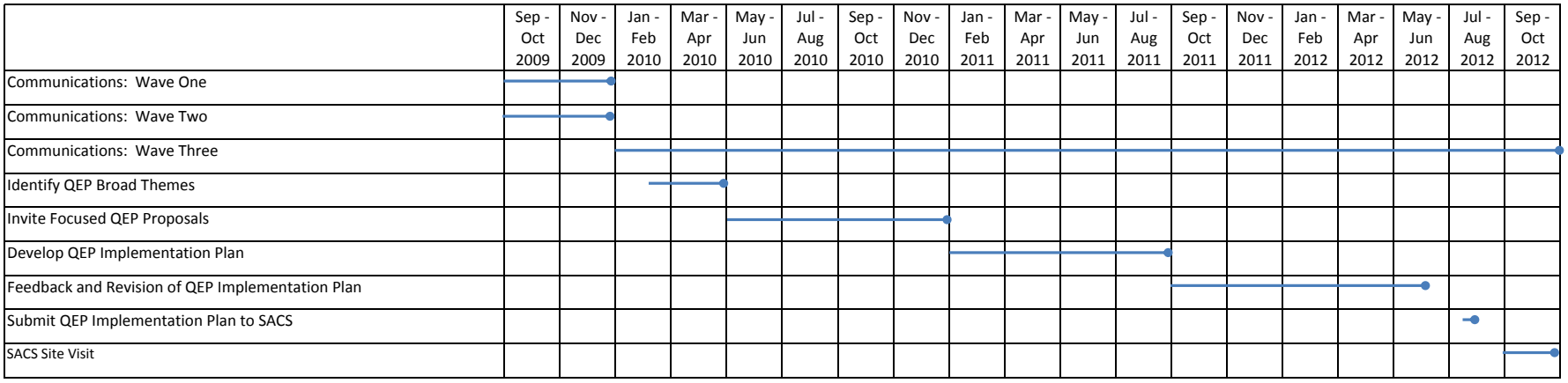
Jan - May 2012

- *Revise and finalize QEP Implementation Plan*

Submit QEP Implementation Plan to SACS

Jul 2012

- *Submit QEP Implementation Plan to SACS for approval*

Sep/Oct 2012

- *SACS site visit*