

*Appendix 6*  
**Quality Enhancement Plan**

**Tips for QEP Teams**

*The Umbrella:* The University's Leadership Team for SACS Reaffirmation will write a Quality Enhancement Plan (QEP) focusing on the theme "Enhancing a Culture of Engagement." The QEP provides a map of how the University will improve student learning over the next 5-7 years, how the whole campus will be involved, and how we will assess the results of the plan.

*Specific Charge for each Team:* To ensure that the Leadership Team has specific goals for all of the units on campus, each Support Team will submit a limited number of objectives that relate to the overall theme. These objectives will be used by the Leadership Team in writing the QEP for the institution to submit to SACS.

*Getting Started:* These questions can help the team begin focusing on some objectives that might be adopted:

- What are we doing well? What do we need to improve in order to become the kind of institution we aspire to be? What has our Level III strategic plan defined for us in the next few years?
- As we look at the institutions we admire, what are they doing in this area?
- What are some simple goals we want to submit that will lead to measurable results?
- How will we evaluate our goals in a few years?

*Essential Elements*

- Analysis of the institutional context and consideration of best practices
- Goals
- Timeline
- Leadership
- Resources needed
- Evaluation plan

*The Work Product!* For each goal, please submit:

- A timeline
- Point persons or leaders to ensure the goal is accomplished
- Resources needed
- Assessment schedule

*January 5, 2004*