

QEP Teams and Responsibilities (Organizational Structure)

Primary Leadership Team

- Oversee the development and implementation of the QEP
- Serve as liaisons to the QEP Teams
- Meet with QEP Teams
- Maintain minutes of all meetings
- Serve as an Advisory Team for other teams
- Assist co-chairs in assigning team responsibilities
- Develop the written QEP document based on input from the teams
- Recommend training activities in student engagement and The Freshman Academy
- Visit/learn about other Freshman Year Experience (Freshman Academy) and student engagement projects at other institutions
- Coordinate the development and maintenance of reports associated with the QEP

Secondary Leadership Team

- Provide technical assistance to the Primary Leadership Team
- Assist with the development and implementation of the QEP
- Meet with QEP Teams per assignments from the Primary Leadership Team
- Provide the Primary Leadership Team with feedback, concerns, etc. from the campus community and external stakeholders
- Coordinate informing and where appropriate, involving external stakeholders (high school counselors, neighborhood groups, etc.) in the QEP process
- Work closely with the Marketing and Special Events Teams

Curriculum Team

- Conduct research (internet, journal articles, etc.) to determine best practices for student engagement and freshman orientation courses
- Maintain minutes of all meetings; submit copy to the Primary Leadership Team
- Write a 10 to 15 page literature review with citations
- Work with the Primary and Secondary Leadership Teams and the Administrative Cabinet to develop a written document that includes goals, objectives, student learning outcomes, appropriate activities, curriculum information, a proposed syllabus and evaluations for the Freshman Academy
- Recommend consultants and other training activities
- Serve in an advisory capacity to other teams
- Visit/learn about other Freshman Year Experience and Student Engagement Projects at other institutions
- Give input on methods for effectively assessing the success of the QEP
- Recommend textbooks and other appropriate teaching and learning materials and methodologies

Professional Development Team

- Work closely with the Curriculum Team
- Maintain minutes of all meetings; submit copy to the Primary Leadership Team
- Coordinate discussion sessions to share successful instructional strategies
- Develop training activities for faculty and staff
- Recommend and coordinate bringing experts in fields related to the QEP to campus
- Implement training workshops according to an established timeline
- Recommend, develop and implement evaluation activities associated with professional development
- Maintain responsibility for the development and updating of effective training activities

Evaluation Team

- Work closely with the Curriculum Team and the Professional Development Teams
- Maintain minutes of all meetings; submit copy to the Primary Leadership Team
- Research nationally normed assessments for possible use in the assessment of the QEP
- Determine appropriate assessment methodologies for each component of the QEP
- Determine appropriate assessments for the specific student learning outcomes associated with the QEP
- Determine appropriate assessments for the faculty outcomes associated with the QEP
- Recommend the acquisition of needed assessments including purchase and budget information
- Maintain responsibility for making sure that all assessments are carried out
- Where necessary, develop surveys and other tools for assessment
- Maintain responsibility for documenting and recording use of results after assessments are complete
- Develop and maintain appropriate databases related to the QEP

Marketing and Special Events Teams

- Research marketing and special events projects accomplished in promotion of the QEP at other institutions
- Maintain minutes of all meetings; submit copy to the Primary Leadership Team
- Recommend projects, develop and submit appropriate budgets
- Plan and carry out projects to promote the QEP
- Develop and submit a timetable for activities
- Research and where appropriate, develop possible grants that would enhance student engagement and The Freshman Academy

Budget Team

- Responsible for the creation of the QEP budget
- Responsible for overseeing all QEP financial affairs and interests
- Responsible for the day-to-day management of the QEP budget
- Responsible for fiscal and responsible oversight of the QEP budget
- Responsible for approving or disapproving all QEP requisitioned request