

**Quality Enhancement Plan  
Cabinet Report  
July 5, 2016**

**Timeline for July 1-November 1, 2016**

<b>Action</b>	<b>Responsible Party</b>	<b>Deadline</b>
Submit QEP Draft to VPAA.	Danielle/Darby	June 29, 2016
Approve QEP logo.	Cabinet	July 5, 2016
Host SACSCOC VP Baird's advisory visit to campus.	Dr. Bridges, Dr. Dillard, Danielle/Darby	July 11, 2016
Meet with QEP Campus Partners: Assistant Vice President for Academic Affairs, Learning Resources, & CTL Director, Chair of the IRB, Dean of Students, Deans, Director of the Academic Support Center, Director of Advancement/Development, Director of Enrollment Services, Director of Institutional Effectiveness, Internship Faculty Advisors, STEPS Coordinators  <b>Purpose:</b> To inform about roles in supporting the QEP as <i>"Constituent owned effort."</i>	Dr. Bridges, Dr. Dillard, Danielle/Darby	Tentatively for the week of July 11-15
Order marketing materials for on-campus launch of QEP.	Darby	July 15, 2016
Planning 2016-2017 CTL activities to support Faculty Development in the areas of internships, mentored research, and study abroad.	Darby, Jordan, & Hans	June-July 2016
Attend SACSCOC Institute on Quality Enhancement & Accreditation.	Danielle/Darby	July 17-July 20, 2016
Pilot QEP Assessment Rubric.	Darby/Faculty	End of Summer Term
Submit recommendation for QEP evaluator to SACSCOC.	Darby	August 1, 2016 (identified evaluator & confirmed availability)
Launch STEPS to campus community @ Fall Faculty/Staff Conference and Welcome Week for Students.	Darby	August 4-7, 2016
Submit QEP Report to SACSCOC.	Danielle/Darby	September 19, 2016
Establish STEPS Center.	Darby/Cabinet	September 30, 2016