

STEPS Year 1 (2016-2017)

Responsible Party	Action	Fall 2016	Spring 2017	Summer 2017	Support Category
QEP Director	Will oversee the STEPS Implementation Committee and topic-specific committees: <ul style="list-style-type: none"> • Internships • Mentored Research • Study Abroad 	X	X	X	Create & Maintain Administrative and Funding Structures
QEP Director in collaborations with campus partners (See Section VII. a.)	Will institute operational definitions of engaged learning, internships, mentored research, and study abroad.	X			Develop & Improve Definitions, Guidelines, & Procedures

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QEP Director in collaboration with: <ul style="list-style-type: none"> • Internship Committee • Mentored Research Committee • Study Abroad Committee 	Will establish guidelines and procedures to include required forms by: <ul style="list-style-type: none"> • Creating an Internship Handbook. • Creating guidelines for mentored research. • Creating a Study Abroad Handbook. 	X	X		Develop & Improve Definitions, Guidelines, & Procedures
Chair of IRB	Will strengthen IRB guidelines and forms.	X			Develop & Improve Definitions, Guidelines, & Procedures
Chair of IRB	Will create and publish an IRB website to include forms and guidelines.	X			Develop & Improve Definitions, Guidelines, & Procedures
Deans	Will submit internship curriculum change proposals to Schools and College Curriculum Committees.	X			Develop & Improve Definitions, Guidelines, & Procedures
QEP Director	Will roll out the STEPS program to faculty and staff at the Fall Conference.	X			Establish & Sustain Strategic Methods for Informing Faculty & Students
QEP Director	Will present faculty-specific STEPS action items during teaching and learning workshops.	X			Establish & Sustain Strategic Methods for Informing Faculty & Students
QEP Director in collaboration with STEPS Coordinators	Will utilize the STEPS website to communicate events, policies and procedures, and program highlights to the College community.	X	X	X	Establish & Sustain Strategic Methods for Informing Faculty & Students

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<p>QEP Director in collaboration with:</p> <ul style="list-style-type: none"> • Dean of Students • Director of Enrollment Services • STEPS Coordinators 	<p>Will promote the STEPS program to students by:</p> <ul style="list-style-type: none"> • Continuing to create and utilize promotional materials (STEPS Conversation Corners, videos, hand-outs, Student Panel) for Stallion Days, New Student Orientations, and Welcome Week. • Updating Schools' websites information for internships, mentored research, and study abroad. • Advertising and hosting information sessions. 	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X</p>	<p>Establish & Sustain Strategic Methods for Informing Faculty & Students</p>
<p>Director for the Center for Teaching & Learning in collaboration with:</p> <ul style="list-style-type: none"> • Dean of Students • QEP Director 	<p>Will provide professional development to faculty.</p>	<p>X</p>	<p>X</p>		<p>Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them</p>

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QEP Director	Will establish and renew institutional memberships with professional associations. <ul style="list-style-type: none"> • National Association of Colleges & Employers • Council on Undergraduate Research • Forum on Education Abroad • CITI 	X	X	X	Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them
QEP Director	Will develop the Faculty Engagement Award.	X			Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them
QEP Director	Will present the Faculty Engagement Award.		X		Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them
QEP Director	Will develop a process for selecting expansion opportunities for study abroad.	X	X	X	Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them
QEP Director in collaboration with: <ul style="list-style-type: none"> • STEPS Coordinators • Director of the Academic Support Center 	Will provide support for students involved in STEPS through the STEPS Series	X	X		Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them

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STEPS Coordinators	Will capture (to include interviewing students and visiting field sites) student experiences to highlight them on the STEPS website.	X	X	X	Integrate a Systematic Approach for Faculty & Students to Share
Director of Institutional Effectiveness	Will work with faculty to identify learning opportunities for the STEPS student learning outcomes in each bachelor's degree program via curriculum maps.	X			Evaluate Internships, Mentored Research, & Study Abroad
QEP Director in collaboration with: • Director of Institutional Effectiveness	Will execute the STEPS evaluation plan.	X			Evaluate Internships, Mentored Research, & Study Abroad
Director of Institutional Effectiveness	Will administer locally-developed STEPS survey.	X	X	X	Evaluate Internships, Mentored Research, & Study Abroad
Director of Institutional Effectiveness	Will administer the National Survey of Student Engagement.		X		Evaluate Internships, Mentored Research, & Study Abroad
QEP Director in collaboration with: • Director of Institutional Effectiveness	Will collect and analyze participation numbers.	X	X	X	Evaluate Internships, Mentored Research, & Study Abroad
QEP Director	Will call together a group of internship employers/supervisors twice a year for feedback on internships via a lunch/focus group.	X	X		Evaluate Internships, Mentored Research, & Study Abroad

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QEP Director in collaboration with Director of Institutional Effectiveness	Will write yearly evaluation plans, reports, and an annual program report and present them to the STEPS Implementation Committee, Faculty Senate, Staff Council, Student Government Association, and the President's Cabinet.	X		X	Evaluate Internships, Mentored Research, & Study Abroad
QEP Assessment Committee	Will review results from the pilot of the STEPS rubric and make appropriate changes for improvement.	X			Assess Student Learning
Director of Institutional Effectiveness	Will host norming sessions for faculty for STEPS rubric.	X			Assess Student Learning
Faculty	Will administer STEPS rubric.	X	X	X	Assess Student Learning