

**STEPS Year 2 (2017-2018)**

<b>Responsible Party</b>	<b>Action</b>	<b>Fall 2017</b>	<b>Spring 2018</b>	<b>Summer 2018</b>	<b>Support Category</b>
QEP Director	Continue to oversee the STEPS Implementation Committee and topic-specific committees: <ul style="list-style-type: none"> <li>• Internships</li> <li>• Mentored Research</li> <li>• Study Abroad</li> </ul>	<b>X</b>	<b>X</b>	<b>X</b>	Create & Maintain Administrative and Funding Structures
QEP Director in collaborations with campus partners (See Section VII. a.)	Continue to use operational definitions of engaged learning, internships, mentored research, and study abroad.	<b>X</b>	<b>X</b>	<b>X</b>	Develop & Improve Definitions, Guidelines, & Procedures
QEP Director in collaboration with: <ul style="list-style-type: none"> <li>• Internship Committee</li> <li>• Mentored Research Committee</li> <li>• Study Abroad Committee</li> </ul>	Will implement guidelines and procedures to include required forms by utilizing the: <ul style="list-style-type: none"> <li>• Internship Handbook,</li> <li>• Guidelines for mentored research, and</li> <li>• Study Abroad Handbook.</li> </ul>	<b>X</b>	<b>X</b>	<b>X</b>	Develop & Improve Definitions, Guidelines, & Procedures
Chair of IRB	Enforce IRB guidelines and forms.	<b>X</b>	<b>X</b>		Develop & Improve Definitions, Guidelines, & Procedures
Chair of IRB	Maintain and update the IRB website to include forms and guidelines.	<b>X</b>	<b>X</b>		Develop & Improve Definitions, Guidelines, & Procedures
QEP Director	Provide an update on the STEPS program to faculty and staff at the Fall Conference.	<b>X</b>			Establish & Sustain Strategic Methods for Informing Faculty & Students

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QEP Director	Orient new faculty on the STEPS program at the New Faculty Orientation.	<b>X</b>			Establish & Sustain Strategic Methods for Informing Faculty & Students
QEP Director	Will present faculty-specific STEPS action items during teaching and learning workshops.	<b>X</b>			Establish & Sustain Strategic Methods for Informing Faculty & Students
QEP Director in collaboration with STEPS Coordinators	Maintain and update the STEPS website to communicate events, policies and procedures, and program highlights to the College community.	<b>X</b>	<b>X</b>	<b>X</b>	Establish & Sustain Strategic Methods for Informing Faculty & Students
QEP Director in collaboration with:	Continue to promote the STEPS program to students by:				Establish & Sustain Strategic Methods for Informing Faculty & Students
<ul style="list-style-type: none"> <li>• Dean of Students</li> <li>• Director of Enrollment Services</li> <li>• STEPS Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>• Revising promotional materials (STEPS Conversation Corners, videos, hand-outs, Student Panel) for Stallion Days, New Student Orientations, and Welcome Week.</li> <li>• Updating Schools' websites information for internships, mentored research, and study abroad.</li> <li>• Advertising and hosting information sessions.</li> </ul>	<b>X</b>	<b>X</b>	<b>X</b>	
		<b>X</b>	<b>X</b>	<b>X</b>	
		<b>X</b>			

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Director for the Center for Teaching & Learning in collaboration with: <ul style="list-style-type: none"> <li>• Dean of Students</li> <li>• QEP Director</li> </ul>	Continue to provide professional development to faculty.	<b>X</b>	<b>X</b>		Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them
QEP Director	Renew institutional memberships with professional associations. <ul style="list-style-type: none"> <li>• National Association of Colleges &amp; Employers</li> <li>• Council on Undergraduate Research</li> <li>• Forum on Education Abroad</li> <li>• CITI</li> </ul>	<b>X</b>	<b>X</b>	<b>X</b>	Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them
QEP Director in collaboration with STEPS Coordinators	Develop an Internship Expo to expand internship opportunities for all bachelor degree programs.	<b>X</b>	<b>X</b>	<b>X</b>	Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them
QEP Director	Support and promote site-visits for collaborative study abroad programs.	<b>X</b>	<b>X</b>	<b>X</b>	Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them
QEP Director	Present the Faculty Engagement Award.		<b>X</b>		Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them

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QEP Director in collaboration with: <ul style="list-style-type: none"> <li>• STEPS Coordinators</li> <li>• Director of the Academic Support Center</li> </ul>	Continue to 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
STEPS Coordinators	Continue to capture student experiences to highlight them on the STEPS website.	X	X	X	Integrate a Systematic Approach for Faculty & Students to Share
Director for the Center for Teaching & Learning in collaboration with QEP Director	Plan and host STEPS Summit for faculty	X	X		Integrate a Systematic Approach for Faculty & Students to Share
QEP Director in collaboration with: <ul style="list-style-type: none"> <li>• Topic Subcommittees</li> <li>• STEPS Coordinators</li> </ul>	Plan and host STEPS Symposium for students		X		Integrate a Systematic Approach for Faculty & Students to Share
Faculty	Present with students at professional conferences to include conferences appropriate to the discipline.	X	X	X	Integrate a Systematic Approach for Faculty & Students to Share
Director of Institutional Effectiveness	Continue to work with faculty to review and revise learning opportunities for the STEPS student learning outcomes in each bachelor's degree program via curriculum maps.	X			Evaluate Internships, Mentored Research, & Study Abroad

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QEP Director in collaboration with: <ul style="list-style-type: none"> <li>Director of Institutional Effectiveness</li> </ul>	Maintain the STEPS evaluation plan.	X			Evaluate Internships, Mentored Research, & Study Abroad
Director of Institutional Effectiveness	Continue to administer locally developed STEPS survey.	X	X	X	Evaluate Internships, Mentored Research, & Study Abroad
QEP Director in collaboration with: <ul style="list-style-type: none"> <li>Director of Institutional Effectiveness</li> </ul>	Continue to collect and analyze participation numbers.	X	X	X	Evaluate Internships, Mentored Research, & Study Abroad
QEP Director	Continue to 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
QEP Director in collaboration with Director of Institutional Effectiveness	Continue to 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 Director in collaboration with the Director of Institutional Effectiveness	Review and revise results from the administration of the STEPS rubric and make appropriate changes for improvement.	X			Assess Student Learning
Faculty	Continue to administer STEPS rubric.	X	X	X	Assess Student Learning