

**STEPS Year 3 (2018-2019)**

| <b>Responsible Party</b>  | <b>Action</b>  | <b>Fall<br/>2018</b> | <b>Spring<br/>2019</b> | <b>Summer<br/>2019</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> | Review and revise guidelines and procedures for: <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>             |                        |                        | 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.   | X            | X              |                | 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> | X            | X              | X              | Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them |
| QEP Director in collaboration with STEPS Coordinators   | Host an Internship Expo to expand internship opportunities for all bachelor degree programs.   | X            |                |                | 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.   | X            | X              | X              | Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them |
| Faculty in collaboration with QEP Director  | Implement new study abroad opportunities from previous site-visits.  |              | X              |                | Prepare & Incentivize Faculty & Students for the Engaged Learning Opportunities to Expand Upon Them |
| QEP Director  | Present the Faculty Engagement Award.  |              | X              |                | 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 Director of Institutional Effectiveness | Maintain the STEPS evaluation plan.  | <b>X</b>             |                        |                        | Evaluate Internships, Mentored Research, & Study Abroad |
| Director of Institutional Effectiveness                                    | Continue to administer locally developed STEPS survey.   | <b>X</b>             | <b>X</b>               | <b>X</b>               | Evaluate Internships, Mentored Research, & Study Abroad |
| QEP Director in collaboration with Director of Institutional Effectiveness | Continue to collect and analyze participation numbers.   | <b>X</b>             | <b>X</b>               | <b>X</b>               | 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.  | <b>X</b>             | <b>X</b>               |                        | 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. | <b>X</b>             |                        | <b>X</b>               | Evaluate Internships, Mentored Research, & Study Abroad |
| QEP Director in collaboration with Director of Institutional Effectiveness | Hold focus groups with faculty, staff, and students to evaluate the mid-cycle status of the overall quality of engaged learning related to the STEPS program.  |                      | <b>X</b>               |                        | Evaluate Internships, Mentored Research, & Study Abroad |

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|--|---|----------------------|------------------------|------------------------|---|
| QEP Director in collaboration with Director of Institutional Effectiveness     | Develop from focus groups' data a list of topics on which the Center for Teaching and Learning should focus.        |                      | <b>X</b>               | <b>X</b>               | 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. | <b>X</b>             |                        |                        | Assess Student Learning                                 |
| Faculty  | Continue to administer STEPS rubric.  | <b>X</b>             | <b>X</b>               | <b>X</b>               | Assess Student Learning                                 |