

Recommended Calendar of Key QEP Activities
[Developed by QEP Design Team, April-May, 2004]

Spring 2004—Responsibility and Structure

- QEP Design Team develops principles and structure for planning the QEP

Summer and Early Fall 2004—Formation and Processes

- Appoint University QEP Team (responsible for developing the plan and preparing documentation due to SACS by January 15, 2006)
- Establish QEP Web page
- Identify appropriate existing committees in colleges/library to be involved in needs assessment process
- Design structure for work groups on special topics (reporting to University QEP Team)
- Analyze archival data sources to produce usable information on general topics regarding student learning
- Design: focus groups, electronic survey, town hall meetings. Constituencies include: BOT, alums, student, staff, faculty
- Consolidate the various strategic plans from the divisions and colleges

Fall 2004—Exploration

- Focus groups early Fall
- Town meetings (mid-semester)
- Survey the entire community on QEP focus topics (students, faculty, staff, etc.)
- Articles on QEP in the Maroon & other Loyola publications
- Arrive at a short list of QEP topic areas early & then conduct a SWAT analysis on them
- Analysis of reporting procedure short list of 2 QEP topics
- Explore the best practices on the short list of 2
- Consider resources needed, “reality check”
- Report to Academic Affairs Committee of the Board of Trustees in November on process and progress

Spring 2005—Detailed Project Design

- Final BOT approval of the QEP focus area
- Once focus is identified, schedule campus-wide event to celebrate the theme
- Early town hall meeting perhaps more than one
- Soup & substance
- Bring in experts to assist in developing the QEP
- Build the QEP action plan
- Deans monitor alignment of QEP with other strategic plans
- Follow up: focus groups, assessment processes, & strategies
- UPT review QEP focus and plan
- UBC review QEP resource requirements

Summer 2005—Written Report

- Preliminary draft QEP Report to SACS leadership team
- Development of QEP finished
- Final QEP Report produced

Fall 2005—Approval and Submission

- September BOT approve final QEP Report with its budget and resource requirements
- Proof and make any necessary changes to Final QEP Report
- Submit to SACS by January 15, 2006

2006 – 2011—Review, Implementation, Assessment, Reporting

- Spring 2006: on-site visit by SACS on QEP
- Implementation, ongoing 2006-2011
- Ongoing assessment and continuous improvement to the QEP
- 5 year report due to SACS in 2011