



QUALITY ENHANCEMENT PLAN

The QEP is submitted to SACS by September 2009. For planning purposes, MGTC should have a completed QEP ready for submission to SACS no later than September 15, 2009. The QEP should represent a new endeavor for the college and not be something that has been or is nearly accomplished. It is essential that the QEP have broad-based college input in the selection of the topic and be accepted by the college community as having important value for the college in enhancing student learning. With a year and a couple months window for preparation, it is reasonable to implement a well designed, measured approach to the development of the QEP. There are two essential components: find a topic, and develop the plan. The project will be decomposed into five phases:

1. Initial planning,
2. QEP topic selection,
3. QEP development,
4. QEP pre-implementation, and
5. QEP implementation.

Phase 1: Initial Planning – Completed

The primary purpose of this phase is to identify the resources that will be required for QEP development and to initiate the work in identifying an appropriate topic. Foundational work involves examining the MGTC Strategic Plan and QEP topics developed by other institutions. The goal of Phase 1 is to develop a list of substantial QEP topics that merit further consideration. The following actions are intended during October 2007 to January 2008:

- Constitute a QEP Planning team with broad representation
- Review MGTC's Strategic Plan
- Review MGTC student data
- Attend COC conference
- Research and review QEP topics developed by other institutions
- Develop college community-wide process for potential ideas for topics

Phase 2: QEP Topic Selection – Completed

Using the short list of topics, the purpose of Phase 2 is to ensure that there is a research-based foundation for each of the themes. These results along with prior feedback from the college community will form the basis for selection of the topic. The following actions are intended during February to July 2008:

- Synthesize topic suggestions to develop major alternate themes (+-5)
- Develop moderate background research on each theme area and its potential for providing specific student learning improvement topics.
 1. Data and research based
 2. Potential for measuring student learning improvement
 3. Potential budget implications
 4. Potential for practical implementation
 5. Potential value of topic area for MGTC
- Solicit college community feedback to identify a single viable theme (April 23-28)
- Develop background research on topic areas based upon the theme and its specific student learning improvement.
 1. Data and research based
 2. Potential for measuring student learning improvement
 3. Potential budget implications
 4. Potential for practical implementation
 5. Potential value of topic area for MGTC
- Evaluate the topics and provide recommendations for +- 5 topics
- MGTC SACS Leadership Team selects topic

Phase 3: QEP Development – Completed

Phases 1 and 2 provide the broad-based, research valid support for identifying the QEP topic. Phase 3 involves developing the plan itself. The plan will:

- summarize the topic identification process
- identify the relevant research relating the topic to improvement in student learning
- create the processes for taking actions to address the topic
- include a proposed schedule of implementation actions
- identify how improvement in student learning will be measured
- describe an assessment process that will effect those measurements
- include a multi-year budget for the duration of the plan
- include a plan for an implementation infrastructure

The following actions are intended during August 2008 to April 2009:

- Identify members of the QEP Development Team
- Determine the student learning outcomes that will be the focus of the QEP
- Determine an appropriate time frame for implementation of the plan (e.g., 3-5 years)

- Develop process to identify potential implementation actions associated with the topic
 1. Literature review
 2. Best practices
 3. Facilities
 4. Student Support
 5. Supplement
 6. Assessment
- Evaluate potential actions and select a set of actions that support the topic, provide the appropriate focus, and are resource feasible
- Create goals based on the emerging needs
- Identify alternate actions that may substitute depending on resource availability
- Identify clear measures for improvement in student learning
- Develop a comprehensive assessment plan to assess improvement in student learning
- Create a multi-year budget to support the QEP including both administrative support as well as direct support of implementation actions
- Develop a management structure for implementation of the QEP that will ensure effective administration of the QEP, monitoring of progress, and reporting
- Provide frequent contacts with the college community to ensure its awareness of the QEP and its importance
- Submit draft QEP to Dr. Silver, COC Liaison, March 26, 2009

Phase 4: QEP Pre-Implementation – Completed

Prior to the time of submission of the QEP (September 2009), its review by the on site committee and the initial feedback and the decision by the SACS Commission on Colleges (COC) (December 2010), it is important to maintain the QEP momentum created during the development process and be prepared to begin implementation. The following actions are intended during April-December 2009:

- Modify proposed QEP as necessary to meet SACS requirements
- Identify potential QEP implementation leadership
- Implement data collection system if necessary
- Develop budget requests for FY 2009-2010
- Administrative support
- Planned implementation activities
- Develop ongoing QEP communications with college community
- Submit QEP by September 15, 2009

Phase 5: QEP Implementation – In Process

When it is clear that the proposed QEP is acceptable, full implementation should proceed immediately. This could be as early as July 2010. The following initial implementation actions should be taken:

- Activate the implementation management structure
- QEP Implementation Chair
- Action identification and implementation process
- Hire appropriate personnel
- Develop financial plan