

# How can I help? What can I contribute?

- 1. Process
  - Direct link to the institutional planning process, needs and improvement of performance
  - Explanation of topic selection and how it involved a wide range of constituents, consideration of institutional needs, and viability
- 2. Focus
  - Direct alignment of student learning outcomes with institutional needs
  - Clear relationship between QEP initiatives and improvement of student learning and the environment supporting student learning
  - Direct alignment to the institutional mission and strategic goals
- 3. Capability
  - Detailed budget that includes clear commitment of institutional funds
  - Identification of key personnel – reporting responsibilities, oversight structure
  - Comprehensive, realistic, year by year timeline – specific actions, expenditures, and assessment processes

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- 4. Involvement

- Clear and comprehensive process for gathering input for development of the plan
- Direct involvement of relevant constituencies during implementation
- Comprehensive marketing and communication plan that includes both broad based involvement and knowledge of the plan

- 5. Assessment

- Clearly stated goals and strong, direct alignment to measurable outcomes
- Direct connection between assessment methods, outcomes, and measures
- Comprehensive assessment plan that includes methodology, research design, data collection, identification of instruments, etc...