



## **QEP Work Plan: 2023**

<b>DATE</b>	<b>ACTIVITY/TOPIC</b>	<b>ASSIGNMENT / DELIVERABLE DUE</b>
<b>Jan 13*</b>	<b>Full Committee Meeting:</b> Career Center Presentation Work Plan, Meeting Schedule, & Committee Structure	<ul style="list-style-type: none"> <li>• <b>Survey Sub-Committee:</b> Draft of student survey shared with full committee</li> <li>• <b>All:</b> Survey edits to <a href="mailto:shamon@fsu.edu">shamon@fsu.edu</a> by <b>Tues, January 17</b>.</li> <li>• <b>Piers:</b> QEP Website goes live and all spring meetings scheduled with rooms reserved.</li> </ul>
<b>Jan 20</b>		<ul style="list-style-type: none"> <li>• <b>Survey Committee:</b> Provost approval on survey instruments.</li> </ul>
<b>Jan 27*</b>	<b>Full Committee Meeting:</b> Best Practices Presentation (Monoka) SWOT Analysis / Initiatives Discussion	<ul style="list-style-type: none"> <li>• <b>Piers/Monoka:</b> Summary of best practices for enhancing doctoral education and degree completion.</li> <li>• <b>Survey Sub-Committee:</b> Survey translated into Qualtrics and testing completed.</li> </ul>
<b>Feb 3</b>		<ul style="list-style-type: none"> <li>• <b>Piers and Sara:</b> Running list of potential interventions.</li> <li>• <b>Survey Committee:</b> Surveys go live w/ related communication and PR.</li> </ul>
<b>Feb 10</b>		<ul style="list-style-type: none"> <li>• <b>Monoka:</b> Draft of intro/background chapter for QEP.</li> </ul>
<b>Feb 17*</b>	<b>Full Committee Meeting:</b> Data Presentations (Dawn & James) SWOT Analysis / Initiatives Discussion	<ul style="list-style-type: none"> <li>• <b>Data Sub-Committee:</b> Analysis of FSU Data and Success Indicators</li> <li>• <b>James:</b> Analysis of FSU Doctoral Student Progression Patterns Along Program Milestones</li> </ul>
<b>Feb 24</b>		<ul style="list-style-type: none"> <li>• <b>Monoka:</b> Draft of lit review for QEP.</li> </ul>
<b>Mar 3*</b>	<b>Full Committee Meeting:</b> Survey Committee Presentation SWOT Analysis / Initiatives Discussion	<ul style="list-style-type: none"> <li>• <b>Survey Sub-Committee:</b> Analysis of QEP Feedback Focus Groups and Surveys</li> <li>• <b>All:</b> Proposed List of 2-5 Intended Initiatives &amp; Outcomes Selected</li> </ul>
<b>Mar 10</b>		
<b>Mar 13-17</b>	<b>SPRING BREAK</b>	
<b>Mar 24</b>		
<b>Mar 31*</b>	<b>Full Committee Meeting:</b> Discussion & Decision	<ul style="list-style-type: none"> <li>• <b>Initiatives/Assessment Sub-Committee:</b> Finalized List of 2-5 Intended Initiatives and Outcomes Selected / Initial Consideration of Assessment</li> </ul>
<b>April 7</b>		
<b>April 14*</b>	<b>Full Committee Meeting:</b> Discussion & Feedback	<ul style="list-style-type: none"> <li>• <b>Initiatives/Assessment Sub-Committee:</b> Draft Assessment Plan</li> </ul>
<b>April 21</b>		
<b>April 28*</b>	<b>Full Committee Meeting:</b> Discussion & Feedback	<ul style="list-style-type: none"> <li>• <b>Budget Sub-Committee:</b> Draft Budget/Resource Plan</li> </ul>

\*These dates highlighted in blue are dates of full committee meetings

## **Proposed QEP Sub-Committees**

**Survey Sub-Committee:** Ashley Bush, Casey Dozier, James Beck, James Hunt, Sara Hamon

Responsible for conducting focus groups, designing and implementing survey instruments, and analyzing resulting data to inform selection of QEP initiatives and to obtain baseline data that may be useful in later assessment of selected initiatives.

**Data Sub-Committee:** Dawn Carr, TBD

Responsible for analyzing FSU and external data to identify relevant patterns, trends, and peer comparisons for the purpose of selecting QEP initiatives. This includes production of data exhibits to be included in the QEP report.

**Initiatives/Assessment:** TBD

Responsible for refining a list of more narrowly defined and clearly articulated goals, including initiatives, intended outcomes, and related assessment plans designed to highlight what has been achieved by the QEP.

**Budget Committee:** TBD

Responsible for developing an operational plan for implementing the QEP initiatives, including personnel, resources, and budget.