

## Implementation Progress

**SPC Weekly:** The EDM Tip of the Week continues. Digital signage will now be updated every Friday afternoon with a tip to encourage Ethical Decision-Making; last week's tip: "Excellence is not an act but a habit. We are what we repeatedly do." -Aristotle

**Student Life:** *What Would You Do?* Student Activities continues to engage students in the QEP by posing thought provoking scenarios and questions during Spirit Day. New scenarios are presented every Wednesday from 11:00 am – 1:00 pm in the CLR breezeway. The last scenario was presented during Spirit Day on Apr 20. Students are encouraged to use the EDM process as the input their responses using iPads.

**QEP PR:** QEP student engagement and community awareness strategies continue with PR assistance. Digital signage encouraging student completion of the PSRI post-test has been displayed. Announcements for the PSRI post-test were published in the SPC Weekly and fliers have been distributed to faculty. PR has developed the DIT/VIP graduation reception invitations.

QEP was represented at Culture Fest. A flip chart and markers were available for participants to share their thoughts about EDM. Several people visited the QEP table. Fifty-five tips were collected and will be reviewed by the implementation team this afternoon. Flyers announcing PSRI stations were distributed.

QEP directors Irene Young and Laura Miele met with John Orona, Dr. Hinojosa, Felipa Lopez, Lacy Hampton, and Ryan Morales to plan setting up PSRI Assessment Stations to increase student participation on April 20, 2016 @ 8:30.

## Assessment

On Monday, Apr 25 Irene Young, Laura Miele Dr. Machen met via teleconference to discuss the progress of QEP assessment, data collection, assessment results and reporting. We are devising strategies on how to increase student participation in assessment. Offering student incentives for assessment and setting up 'assessment stations' on campus may encourage student participation. College Services, IPRE, IT, and QEP met on Apr 20 @ 8:30 to plan the logistics for these stations. A teleconference with Iowa State University RISE is scheduled for Apr 29 @ 1pm to discuss and coordinate future administrations for the PSRI @ SPC. Strategies are being developed to improve communication with students regarding two PSRI administrations within the semester.

**Personal & Social Responsibility Inventory (PSRI):** post-test was launched on Apr. 6. 12,207 students were invited to participate. Reminders to students went out Apr 11 and Apr 17. On April 18, 209 had started the posttest PSRI and 122 had completed it. As of Apr 25, 223 students have completed the PSRI. Efforts to increase number of respondents include notices on digital signage, flyers in faculty boxes asking for support and emails to Deans requesting they invite faculty support. The PSRI has been extended one week. The survey was scheduled to close April 24<sup>th</sup>. It will now remain open until May 1<sup>st</sup>. Additional email reminders will go to students Apr 24, Apr 29, and May 1<sup>st</sup>. This week PSRI assessment stations are set up across campus to invite student participation. Stations with laptops are open 10 to noon Monday – Thursday in the following locations: Welcome Center, CHP, SLC, SCI, Tiger and SWC. On Spirit day, a station will be set up in CLR breezeway.

Following are the locations and personnel scheduled to support the PSRI stations:

Location	Monday 25th (10-12 noon)	Tuesday 26th (10-12noon)	Wednesday 27th (10-12noon)	Thursday 28th (10-12noon)
Welcome	Matthew Fuller		Diane Hester	Diane Hester
CHP	S. Bradford	Laura Miele	Jill Zimmerman	Jill DeHoog
SLC	Kevin Schantz	Irene Young	Irene Young	Dr. Machen
SCI	Sonia Valdez		Dr. Hinojosa	S. Bradford
Tiger			Laura Miele	Dr. Hinojosa
SWC	Felipa Lopez	Felipa Lopez	Felipa Lopez	Felipa Lopez

**Defining Issues Test Version-2 (DIT-2):** Dr. Hinojosa will be analyzing DIT-2 assessment results. Data will be sent to Iowa State University RISE for comparative analysis with PSRI results. Enrollment Management and IPRE coordinated to identify students targeted for DIT-2 post assessment. As of Apr 15, ten students have applied for graduation Spring 2016 from among those who completed the DIT-2 in Fall of 2015. Fall 2015, 231 students took the DIT-2, of those 191 had identifiable student IDs.

QEP Directors continue to organize a special DIT/VIP graduation reception to encourage participation in DIT-2 completion. PR has developed invitations for distribution. Refreshments will be served and after students complete the DIT-2 a gift card will be given to those completing the assessment. The reception is scheduled for May 4, 2016 from 4 to 5:30 in the Center for Learning Resources 301. This time was selected after review of students' course schedules. Any students unable to attend will be contacted to determine their availability and appointments will be set up so students may complete the DIT-2 at a time that works for them. Members of the QEP Core/Implementation Team will wear EDM t-shirts and assist with the reception and assessment.

**External Constituent/Alumni Survey:** An electronic copy of the survey was shared with Dean of Health Sciences and Dean of Applied Science and Technology for distribution February 3, 2016. Completed hardcopies of the surveys to be returned by April 29th. Some surveys have been submitted by Culinary Arts and PTA constituents/alumni.

### Professional Development

The QEP Core/Implementation Teams will continue to discuss upcoming QEP EDM professional development specifically for staff and for Fall 2016 PDW.

**Core Team:** Dr. Davis has added an instruction video to the Learning Commons demonstrating how faculty assignments can be submitted to the learning commons. Andy Hill is currently researching case studies that focus on EDM and honesty. Jill Zimmerman and Andy Hill are interested in starting an Ethics Bowl team for SPC and would like to attend the Ethics Bowl Workshop at APPE headquarters, Indiana University.

Irene Young and Laura Miele had a QEP directors meeting April 21, 2016 @ 8:45am.

### QEP Events

Student Focus Groups

- April 19 @ 12:00pm (MLK Campus)
- April 19 @ 2:00pm (MLK Campus)

QEP Best Practice Forum during Division Meetings:

- Arts & Sciences – Apr 20, 2:30-4:30 pm, SLC 115 – Irene Young & Sean Nighbert
- Health Sciences - Apr 20, 2:30-4:30 pm, CHP 226 – Laura Miele & Sean Nighbert

## Upcoming QEP Events

### Student Focus Groups

- April 28 @ 11:00am (SWC) - rescheduled from April 14.

### QEP Professional Development

- First Baptist Academy – April 28, 11:50 am - 1:00 pm, lunch provided
- Canyon Lake High School – May 17, 1:00-2:00 pm, lunch provided

QEP DIT/VIP Graduation Reception – May 4, 4 – 5:30 in CLR 301, refreshments served

Sample Invitation Available

## Budget

April QEP Budget Attached

# April

Quality Enhancement Plan  
112001-820007-5010

Description	Account Code	Budget	Commitments	Balance
Adjunct Faculty Salaries	61002	\$ 79,128.00	\$ 8,116.39	\$ 71,011.61
Administrator Salaries	61011	\$ 90,000.00	\$ 90,869.04	\$ (869.04)
Professional Salaries	61012	\$ 66,916.00	\$ 66,916.56	\$ (0.56)
Compensation - Other	61048	\$ 17,918.00		\$ 17,918.00
Advertising Expense - Promotional	71003	\$ 8,231.92	\$ 10,773.93	\$ (2,542.01)
Freight	71102	\$ 101.65	\$ 101.65	\$ -
Independent Contractor	71151	\$ 5,000.00	\$ 100.00	\$ 4,900.00
Software Maintenance and Support	71204	\$ 19,978.22	\$ 17,539.11	\$ 2,439.11
Instructional Supplies	71252	\$ 7,200.00	\$ 3,000.00	\$ 4,200.00
Office Supplies	71255	\$ 750.00	\$ 6,267.79	\$ (5,517.79)
Employee Professional Development	71654	\$ 5,000.00	\$ 2,092.00	\$ 2,908.00
Student Test or Certificate Fee	71668	\$ 7,200.00	\$ 7,200.00	\$ -
Refreshments - Catered	71673	\$ -	\$ 226.46	\$ (226.46)
Refreshments - Other	71674	\$ -		
Printing Services	71691	\$ 606.00	\$ 606.00	\$ -
Employee USA Travel	7300	\$ 6,110.00		\$ 6,110.00
TRVL Employee In Town Miles	73011	\$ 90.00	\$ 129.95	\$ (39.95)
TRVL Employee Out of Town Miles	73012	\$ 50.00	\$ 46.85	\$ 3.15
TRVL Employee Airfare	73013	\$ 1,000.00	\$ 995.77	\$ 4.23
TRVL Employee Meals	73016	\$ 700.00	\$ 692.00	\$ 8.00
TRVL Employee Other	73017	\$ 50.00	\$ 50.00	\$ -
		\$ 316,029.79	\$ 215,723.50	\$ 100,306.29

Advertising Expense (71003) We have increased the amount of pens, pencils and wristbands that contain the QEP logo

Software Maintenance and Support (71204) Reason Systems (iRubric) = \$15,100

Office Supplies (71255) This is overdrawn due to the fact that a lot of poster printing was done in the Fall semester. Posters were printed for every office on every campus to include the off sites. We had to buy LOTS of ink and poster paper, not to mention normal office supplies.

Student Test, Certificate Fee (71668) ETS = \$7,200

Refreshments for Teaching and Assessing QEP, Off Site Visits, and Focus Groups \$3,600  
**(Fall & Spring from President's Account)**

Spring Travel (5 Traveled to Reston Virginia to attend the Association for Practical and Professional Ethics \$ 9,316.39, some of these are still being incummbred.