

Quality Enhancement Plan  
University of Central Florida

\*Indicates dates the QEP Planning & Development Committee will not meet. CB1 205 will be available if a small groups wishes to use the time from 11:00 a.m. to 12:00 p.m. to meet and discuss topics.

Date	Topics	Responsible Party
July 29	<ol style="list-style-type: none"> <li>1. Presentation from SACSCOC Summer Institute on QEP</li> <li>2. Review of topics received</li> <li>3. Topics to move forward or remove from consideration</li> <li>4. Keywords from those removed from consideration</li> </ol>	Hank Lewis  Melody Bowdon Melody Bowdon/Elliot Vittes  Melody Bowdon/Elliot Vittes
August 5	<ol style="list-style-type: none"> <li>1. Discussion of new topic (#12)</li> <li>2. Discussion of topics moving forward</li> <li>3. Discussion of topics supported but needing more information</li> <li>4. Keywords from those removed from consideration—how can they be included in projects moving forward (as an integral part of the proposal or possible tasks within the plan)?</li> <li>5. Review &amp; discussion of Concept Paper requirements</li> </ol>	Hank Lewis Melody Bowdon/Elliot Vittes Melody Bowdon/Elliott Vittes  Melody Bowdon/Elliot Vittes  Hank Lewis
August 8	Distribution of potential topics received via website to committee	Hank Lewis
August 12	Planning & Development Committee <b>will not meet</b> ; committee members are encouraged to work with stakeholders, colleagues, and students to ensure that potential topics are submitted	
<b>August 13</b>	<b>Deadline for submission of QEP topic suggestions</b>	UCF community
August 15	Distribution of final topics to the Planning & Development Committee via email	Hank Lewis
August 19*	Planning & Development Committee <b>will not meet</b> (first week of classes); use this time to evaluate the new topics that have been submitted	
August 26 (Perhaps a 1.5-hour meeting)	<ol style="list-style-type: none"> <li>1. Evaluation of new topics presented and decisions on moving topics forward or eliminating them from consideration</li> <li>2. Examination of keywords and phrases from topics that will not be moving forward—similarities, value to the overall plan</li> </ol>	
September 2*	Planning & Development Committee <b>will not meet</b>	
September 9	<ol style="list-style-type: none"> <li>1. Discussion and final decisions on which topics will be further developed (concept papers) for presentation to the UCF community</li> <li>2. Determination of teams (subcommittees) to further develop each topic; this may or may not include all current committee members</li> </ol>	
September 15–19	<ol style="list-style-type: none"> <li>1. Development of concept papers</li> <li>2. Development of Qualtrics survey</li> </ol>	
September 22–26	<ol style="list-style-type: none"> <li>1. Development of concept papers</li> <li>2. Development of Qualtrics survey</li> </ol>	
September 29–October 3	<ol style="list-style-type: none"> <li>1. Development of concept papers</li> <li>2. Finalization of Qualtrics survey</li> </ol>	

<b>October 6</b>	<b>Subcommittees to submit final concept papers to QEP office</b>	
October 7	Planning & Development Committee <b>will not meet</b>	
<b>October 8</b>	<b>Present topics to UCF community and begin Qualtrics survey—deadline for responses October 23</b>	
October 14 & 21	Planning & Development Committee <b>will not meet</b>	
<b>October 23</b>	<b>Deadline for responses to Qualtrics survey</b>	UCF Community
October 27	Distribution of Qualtrics survey results to the committee	Hank Lewis
November 3–7 (1.5-hour meeting; need to select a date)	Discussion of survey results and changes to plans based on results	
November	QEP presentation to President's Leadership Team	Melody Bowdon/Elliot Vittes
November	<b>Announce QEP topic to UCF community</b>	President Hitt/Provost Whittaker
<b>December 10–12</b>	Faculty Center Winter Conference – Development of QEP Task & Assessment Plan	
<b>January 2015</b>	Initial QEP proposal completed	