

Committee Charge - QEP Implementation - FINAL 2022-2027

Committee Details

Committee Chairs - Linda Smarzik and Karina Hernandez

- Goal is to have a wide representation from faculty, staff, and students.

Charge

- This committee is charged to assist with the implementation for ACC's QEP (Quality Enhancement Plan) as part of the 2023 SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) decennial reaffirmation. The topic for this QEP is **"Digital Fluency and Innovation."** Charges are as follows:
 - Will assist the QEP Digital Fluency and Innovation Team with implementation of the project plan, timeline, and budget to ensure maintenance and completion of the QEP while allowing for data-driven adjustments to maximize impact on student learning.
 - Will advocate for adoption of the microcredentials college-wide.
 - Will assist the QEP Digital Fluency and Innovation Team with outcomes that include analysis of program outcomes and deliverables.
 - Will document the findings and outcomes of each meeting.
 - Upon completion of the project, will contribute to a five year report to be written and submitted to SACSCOC as part of ACC's accreditation process.
- The membership of this committee will consist of a broad base of stakeholders from across the college to ensure diverse viewpoints are consulted.

Meeting Frequency

- This committee will have its kick-off in late September 2022, and then will meet as determined by the chair through the end of the 5 year term of the QEP.

Committee Duration

- The work of this committee will be complete by October 2027.

Service Expectations

- Members will need to review data and prepare for each meeting. We estimate that there will be 2-6 hours of preparation needed for each meeting.
- Members will need to participate in research and data-informed discussions at each meeting, and contribute to the decision making process.

- Meeting attendance is mandatory. While we understand that issues can arise, we ask all members to commit to attend meetings. We expect all members to communicate with chairs prior to an absence, and must supply a proxy.
- Members will need to contribute to the final written report, including editing and revising.