

Pre-Proposal Guidelines

Quality Enhancement Plan (QEP)

1. Purpose

The purpose of the pre-proposal process is to identify and provide basic justification for the selection of a topic for the five-year UNF Quality Enhancement Plan (QEP.) The pre-proposals will be reviewed and four to six pre-proposals will be selected for development as more in depth full proposals. Research awards (\$1,000) will support the development of the full proposals. Based on those proposals, three viable topics will be reviewed by the UNF Leadership Team and one will be selected as the QEP. After the QEP topic is selected, a QEP Development Team will be established to fully develop the plan that will be submitted to SACS in December 2008.

2. Background

A Quality Enhancement Plan (QEP) is now required by Core Requirement 2.12 as part of the decennial reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), the regional accrediting body for the University of North Florida. The QEP is a plan that is a "carefully designed and focused course of action that addresses a well-defined issue or issues directly related to *improving student learning*."

The student learning concept should permeate the goals of the QEP; however, its inclusion can be interpreted broadly. The QEP will be submitted to SACS no later than six weeks prior to the on site committee visit to campus scheduled for Spring 2009. The QEP will cover a planning horizon of approximately five years.

The UNF QEP Planning Team, comprised of thirty members including faculty, administrators, students, staff members, and alumni from throughout the university, has been charged with identifying several viable QEP topics, one of which will be selected by the UNF Leadership Team in July 2007. Over the past two months, the QEP Planning Team has been obtaining suggestions from faculty members, staff members, students, and alumni for potential QEP topics, and has synthesized those suggestions into the following seven theme areas which are described in more detail in Appendix A:

1. Accommodation of Select Student Populations
2. Professional and Life Long Skill Development of Students
3. Technology Integration for Enhanced Student Learning
4. On-campus Student Services and Climate Rejuvenation
5. Fostering Broad Student Engagement and Leadership
6. Expanded Transformational Learning Opportunities (TLO)
7. Other

The QEP Planning Team will present three viable topics to the UNF Leadership Team. After reviewing them, one will be selected as the QEP topic. A QEP Development Team will be established to fully develop the plan to be submitted to SACS in December 2008. Release time and financial support will be provided to the QEP Development Team.

3. General Proposal Information

The QEP topic proposal process involves the submission of a pre-proposal that will be the basis for identifying four to six individuals or teams that will be asked to develop a full proposal (10-15 pages) that more fully develops background research on a topic area and its potential for improving student learning. The full proposal will address the following areas:

- Potential for being data and research based
- Potential for measuring student learning improvement
- Potential for identifying a QEP Leader and Champion
- Potential budget implications
- Potential for practical implementation
- Potential value of topic area for UNF

Although it is expected that faculty members will have the most interest in this process, any person connected with the university may submit a pre-proposal. Pre-proposals may be submitted on behalf of a team. Those individuals or teams selected for development of a full proposal will receive a research award in the amount of \$1,000. It is anticipated that the pre-proposal selection and research awards will be announced on April 13, 2007 and the full proposals will be due on June 1, 2007.

4. Pre-Proposal Requirements and Submittal Procedures

The pre-proposal must address one of the seven thematic categories listed in Appendix A. The pre-proposal must include a cover page (Appendix B), identify a theme area, propose a relevant topic title and include a two-page narrative description and justification. The pre-proposal must be prepared as an MS Word document with one-inch margins and typeface at least as large as 10-point Times New Roman. An individual or team may submit any number of pre-proposals. However, no individual or team will be selected to prepare more than one full proposal. The pre-proposal may be submitted electronically to spaulson@unf.edu or in hard copy printed form to Dr. Steve Paulson, Coggin College of Business prior to 5:00 PM on Friday, March 30, 2007. The first page is the pre-proposal submission cover page (Appendix B). The cover is followed by a two-page narrative description and justification. Please do not include your name(s) on the two-page narrative.

5. Evaluation Criteria

Each pre-proposal will be evaluated by the QEP Planning Team. The evaluation will be guided by the following criteria (38 points maximum).

- Student learning outcomes are clearly identified (8 points)
- The topic is very important for UNF (8 points)
- Potential actions that might be taken to improve student learning are discussed (8 points)
- The topic is focused yet has broad interest and relevance (6 points)
- The topic would affect a well-defined student population(s) (6 points)
- Level of departmental and unit involvement is discussed (2 points)

6. Schedule

- March 30, 2007 -- Pre-proposals due
- April 13, 2007 -- Proposal awards announced
- June 1, 2007 -- Full proposals due
- July 31, 2007-- QEP topic selection

APPENDIX A

QEP PRE-PROPOSAL THEMES

1. Accommodation of Select Student Populations

UNF graduates will have increased the scope and depth of their knowledge, creative thinking and communication ability by experiencing a more supportive environment through improved accommodation of the needs of transfer students, non-traditional students, international students, ethnic and racial minority students, and students with disabilities through various strategies including, as possible components, the following:

- Empowerment of self and others through fair and open communication.
- Raising awareness of ethical responsibilities.
- Facilitation of communication and relationships among student subpopulations.
- Fostering and accommodating change.
- Acquiring group decision-making, building consensus and conflict resolution methods.
- Enhancing personal identity and self-awareness.
- Developing personal leadership and organizational performance enhancement skills.

2. Professional and Life Long Skill Development of Students

UNF graduates will be prepared personally and professionally through the critical interface between their formal education and real-life experiences. Graduates will possess critical thinking, effective oral and written communication skills, and will be able to make decisions based on ethical principles. UNF will foster lifelong skills and professional development through a variety of instructional strategies including, as possible components, the following:

- Internships
- Student research with faculty
- Cooperative learning
- Service Learning
- On campus micro learning environments (e.g., Osprey Finance Group)
- Career preparation and management
- Interaction with local business leaders
- Written and Oral Communication Skills
- Critical Thinking skills

3. Technology Integration for Enhanced Student Learning

UNF graduates will have greater mastery of the concepts and methods of their fields of study because of a learning environment that has been enhanced through the integration of technology throughout the curriculum including, as possible components, the following:

- Online courses
- Podcasts
- Listservs
- BlackBoard
- Active learning

4. On-campus Student Services and Climate Rejuvenation

UNF graduates will lead more useful and satisfying lives because their learning took place within an environment with a supportive climate and relevant services including, as possible components, the following:

- Timely and relevant advising
- Multicultural enrichments
- Natural environment preservation
- Effective communication among units, administration, advisors, students and faculty
- Effective and useful dissemination of information to students

5. Fostering Broad Student Engagement and Leadership

UNF graduates will become better citizens and leaders because they will have acquired the skills, competencies, attitudes and values to succeed beyond college through continuous exposure to and hands-on interaction with other students, faculty, staff, and community members through measures such as the following:

- Strengthen community engagement through an increase in student/faculty research projects relevant to local community needs.
- Increase civic engagement through an increase in service learning and volunteerism.
- Establish a more comprehensive university presence in the First Coast region.
- Increase student and faculty interaction outside of the classroom.
- Develop an environment which fosters civic responsibility.
- Provide students with transformative thinking skills that link civic engagement, ethics and leadership.
- Provide on-going student development and training for students who identify an interest and need for exploring their leadership potential and personal leadership style.

6. Expanded Transformational Learning Opportunities (TLO)

UNF graduates will have strongly enhanced their value to the community through participation in a Transformation Learning Opportunity. This involves an expansion/infusion of UNF's existing TLO program such that all students may participate including, as possible components, the following:

- International study abroad
- Undergraduate research
- Directed independent study
- Service learning
- Learning communities
- Field experiences
- Mentorships

7. Other

Proposals for enhancing student learning and/or the learning environment at UNF that do not easily fit into the above categories are welcomed.

APPENDIX B:

PRE-PROPOSAL SUBMITTAL COVER PAGE

Theme Area (see seven possible themes in Appendix A): _____

Your Specific Topic Title: _____

Brief description of the Topic: _____

Name: _____

E-mail address: _____

Phone number: _____

Department: _____

Co-developers: _____

Are you interested in being involved in the development of a full proposal on this topic?

Yes No

Are you interested in participating in the development of the Quality Enhancement Plan after the topic is selected?

Yes No

The proposal will be evaluated on the basis of the following (38 points total):

- Student learning outcomes are clearly identified (8 points)
- The topic is very important for UNF (8 points)
- Actions that might be taken to improve student learning are discussed (8 points)
- The topic is focused yet has broad interest and relevance (6 points)
- The topic would affect a well-defined student population(s) (6 points)
- Level of departmental and unit involvement is discussed (2 points)

Please attach a topic proposal, maximum of two pages (excluding submittal form) and submit electronically to spaulson@unf.edu or deliver a printed version to Dr. Steve Paulson, Coggin College of Business prior to 5:00 PM on Friday, March 30, 2007. Please do not include your name(s) on the body of the pre-proposal.