

QEP TIMELINES

The following three tables present the specific timelines for Developing the Lamar State College-Port Arthur QEP, Implementation of Seahawks SOAR program over the five-year study, and Assessment of the program.

Timeline for Developing the Lamar State College Port Arthur QEP

Semester	Activity	Responsible Parties
Pre-QEP Spring 2010	Select QEP Chair	LSC-PA Administration
Fall 2011	Organize initial QEP committees	QEP Chair; Faculty; Staff & Students
Spring 2012	Pre-Testing – collecting data of Nelson Denny Reading Test & generation of Ideas for QEP & development of ideas	QEP Chair; targeted classes, QEP Idea Generation Committee members; QEP Development Committee members
	Select the name of the LSC-PA QEP at Faculty Development Day April 4, 2012	LSC-PA faculty
Summer 2012	Planning the implementation of the QEP and report	QEP Chair; QEP Implementation Committee

Timeline for Implementation of Seahawks SOAR over 5 years

Fall 2012 Final Preparation Activities		
Fall 2012	Activities	Responsible Parties
Pre-Week 1	Faculty Development QEP Presentation 8/22 & 8/23 Train in Experimental Design & PSLO Alpha pre/posttest artifact collection	QEP Co-Directors
	Create teaser bulletin board displays	Grace Megnet; Director of Student Activities; SGA students
	Planning of QEP website (ongoing)	QEP Co-Director of Implementation; Chad Clark; Kash Cox
	QEP Seahawks SOAR Advisory Committee Meets with the newly appointed Co-Directors to select 5 Sub-committee chairs and sub-committee responsibilities are defined for the implementation of the QEP over the 5 years 8/22	QEP Co-Directors; QEP Implementation Committee adds additional members to become the Seahawks SOAR Advisory Committee
Week 1	SGA Welcome Week Teasers 8/27-8/31	Director of Student Activities; SGA
	Research subscription to SurveyMonkey or other electronic survey collection tools for Campus Engagement Activities	QEP Co-Director of Assessment; Kash Cox
Week 2	Arrange for faculty development speaker for spring 9/4	QEP Co-Directors
	Host Chair of On-Site Visiting Committee Planning Visit (9/5 & 9/6)	QEP Co-Directors; SACS Campus Liaison; SACS Reaffirmation Director; Sub-committee Chairs
Week 3	Seahawk SOAR Advisory Committee Meeting for implementation updates (9/11)	QEP Co-Directors and full advisory

	Meet with Dean of Academic Programs, Department Chairs to determine first implementation faculty group 9/13	QEP Co-Directors; Dean of Academic Programs; Department Chairs
	Notify first implementation faculty (for fall 2013)	QEP Co-Directors
Week 4	Develop contract with Student Book Club speaker 9/18 and schedule sub-committee meeting to select next book club selections for fall 2013	QEP Co-Director of Implementation; Dean of Academic Program; Student Book Club Sub-committee Chair; sub-committee members
	QEP Seahawk SOAR Reading Strategies Sub-Committee meeting 9/20	QEP Co-Director of Implementation; Stephanie Armstrong, Chandra Brooks, & Stacy Shultz (Reading Specialists)
Week 5	Design/order Student Book Club "Reader of the Month" parking sign 9/25	QEP Co-Director of Implementation; Student Book Club Chair
Week 6	Meet with Staff for QEP Orientation 10/3 or 10/4 (1 meeting required)	QEP Co-Director of Implementation; Campus staff
Week 7	Scripting and developing video presentations of reading strategies (ongoing)	QEP Co-Director of Implementation; Reading Strategies Sub-Committee; Reading Resources Sub-Committee
Week 8	Design signs, banners, and order promotional giveaways 10/16	QEP Co-Director of Implementation ; Grace Megnet; Jamie Clark; Sally Byrd
	Order bulletin boards and supplies 10/18	QEP Co-Directors
Week 9	Presentation Review for On-Site Visiting Committee 10/23, 10/24	QEP Co-Directors; Seahawks SOAR Advisory Committee, other presenters
Week 10	Host On-Site Visiting Committee 10/30-11/1	QEP Co-Directors; Seahawk SOAR Advisory Committee members
Week 11	QEP Seahawk SOAR Advisory Sub-Committee Chairs discuss On-Site suggestions meeting 11/5	QEP Co-Directors; Seahawk SOAR Advisory Sub-Committee Chairs
	Filming of reading strategies TBA	Jamie Clark; Laura Stafford; 50+ member cast: students, faculty & staff
Week 12	QEP Seahawk SOAR Advisory Sub-committees meet on any revisions to QEP Plan based on On-Site suggestions	QEP Seahawk SOAR Advisory Sub-committees
Week 13	Thanksgiving Break	
Week 14	Collect Artifacts of PSLO Alpha (reading and/or vocabulary acquisition of course content material in pre and post tests	QEP Co-Director of Assessment
Week 15	Collect Artifacts of PSLO Alpha	QEP Co-Director of Assessment
Week 16	collect semester end summary of activities in preparation for QEP Impact Report	QEP Co-Directors; Seahawk SOAR Advisory Sub-Committee Chairs

Spring 2013 Pre-Kickoff Semester Activities		
Spring 2013	Activities	Responsible Parties
Pre-Week 1	Put up QEP signage, new bulletin boards, decorations (January); Website activation	QEP Co-Director of Implementation ; Director of Student Activities; SGA; Grace Megnet
	Faculty Development Meeting 1/9 & 1/10 (Reading Strategies for all faculty & Nelson Denny testing for first Implementation Faculty & first MARSIs for Technical capstone classes & sophomore Gen Ed)	QEP Co-Directors; Reading Strategies Sub-committee; Faculty
Week 1	Student Government Association Kick-off Event Welcome Week	Director of Student Activities; SGA students
	Seahawk SOAR Advisory Committee Meeting 1/17	QEP Co-Directors; Seahawk SOAR Advisory Committee members
Week 2	Secure Student Book Club giveaways	QEP Co-Chair of Implementation; Chair of Student Book Club sub-committee
Week 3	Student Book Club - January	Sally Byrd sub-committee Chair; participating students as trials
Week 4	Faculty Book Club - February	Seahawk SOAR Advisory Committee Chair; participating faculty
Week 5	Student Book Club Committee meeting TBA	Sally Byrd sub-committee Chair; committee members
	Seahawk SOAR Advisory Committee meeting 2/12	QEP Co-Directors; Seahawk SOAR Advisory Committee members
Week 6	Student Book Club - February	Sally Byrd sub-committee Chair; participating students
Week 7	First Implementation Faculty Group Development meeting for administering Nelson Denny & MARSIs to correct any problems from Pre-test discuss progress of preparation for fall implementation of strategies 2/28	QEP Co-Directors, participating faculty
Week 8	Faculty Book Club -March	Seahawk SOAR Advisory Committee Chair; participating faculty
Week 9	Spring Break	
Week 10	Seahawk SOAR Advisory Committee meeting 3/19	QEP Co-Directors; Seahawk SOAR Advisory Committee members
Week 11	Student Book Club - March	Sally Byrd sub-committee Chair; participating students
Week 12	Faculty Book Club - April	Seahawk SOAR Advisory Committee Chair; participating faculty
Week 13	Student Book Club Guest Speaker –TBA	Richard Glaubman
Week 14	First Implementation Faculty Development meeting (collecting assessments)	QEP Co-Director of Assessment; selected faculty
	MARSIs collected from Technical Division	QEP Co-Director of Assessment;

	capstone classes & selected sophomore Gen. Ed. Courses for assessment	selected faculty
Week 15	Seahawk SOAR Advisory Committee meeting	QEP Co-Directors; Seahawk SOAR Advisory Committee members
	Gather artifacts for PLSO artifact assessment All Faculty	QEP Co-Director of Assessment; selected faculty
Week 16	collect semester end summary of activities in preparation for QEP Impact Report	QEP Co-Directors; Seahawk SOAR Advisory Sub-Committee Chairs
Fall 2013 Kick-Off and Each Fall Semester over 5 years (2014, 2015, 2016, 2017)		
Each Fall	Activities	Responsible Parties
Planning	<ol style="list-style-type: none"> 1. Choose book, activities, giveaways, and meals for following semester; place relevant orders with appropriate vendors 2. Secure contracts with book authors or speakers 3. Choose book for faculty book club for following semester; place relevant orders with appropriate vendors 4. Schedule times and plan for student book club for following semester 5. Schedule times and plan for faculty book club for following semester 6. Secure materials for bulletin boards 7. Secure & notify specific faculty to administer Nelson Denny Reading Tests for the next fall 	QEP Co-Directors; Seahawks SOAR Advisory Sub-committee Chairs; committee members
Actions	<ol style="list-style-type: none"> 1. Specific Gen. Ed. Faculty implement Reading Strategies (all other faculty can as a volunteer) 2. SGA 3-day semester kick-off 3. Student book club meets 3X semester 4. Faculty book club meets 3X semester 6. Update website, Facebook, Pinterest as needed 7. Update bulletin boards as needed 8. Student Book Club Speaker presents 9. Faculty administer Nelson Denny Reading Tests to selected Gen. Ed. Freshman level courses 10. collect semester end summary of activities in preparation for QEP Impact Report 11. Summation and preparation for the Fifth Year Report. (Fall 2017 only) 	Selected faculty; SGA students; Seahawks SOAR committee members; Student Book Club Guest Speaker; QEP Co-Directors; Seahawk SOAR Advisory Sub-Committee Chairs
Spring 2014 and Each Spring Semester during QEP (2015, 2016, 2017)		
Each Fall	Activities	Responsible Parties
Planning	<ol style="list-style-type: none"> 1. Choose book, activities, giveaways, and meals for following semester; place relevant orders with appropriate vendors 2. Secure contracts with book authors or speakers 3. Choose book for faculty book club for following semester; place relevant orders with appropriate 	QEP Co-Directors; Seahawks SOAR Advisory Sub-committee Chairs; committee members

	vendors 4. Schedule times and plan for student book club for following semester 5. Schedule times and plan for faculty book club for following semester 6. Secure materials for bulletin boards 7. Secure specific faculty to administer MARSII	
Actions	1. Spring faculty are encouraged to implement one or more of the Reading Strategies as a volunteer 2.SGA 3-day semester kick-off 3.Student book club meets 3X semester 4. Faculty book club meets 3X semester 6. Update website, Facebook, Pinterest as needed 7. Update bulletin boards as needed 8. Student Book Club Speaker presents 9. Selected Faculty administer MARSII to Technical Division capstone courses & selected sophomore Gen. Ed. Courses 10. Each spring collect year end summary of activities in preparation for QEP Impact Report	all faculty as volunteers; SGA students; Seahawks SOAR Advisory committee members; Student Book Club Guest Speaker; select faculty to administer MARSII; Seahawks SOAR Advisory Subcommittee Chairs; QEP Co-Directors

Timeline for Assessment

The following table represents the general timeline for Assessment Activities:

Year	Semester	Intervention & Assessment		
Pre-QEP 2011-2012	Fall 2011 Spring 2012 Fall 2012	Nelson Denny Reading Test Baseline Scores	PSLO Alpha Artifact Assessment from all classes and every section.	
Year 1 2013	Spring 2013	Nelson Denny Trials in selected classes	PSLO Alpha Artifact Assessment from all classes.	MARSII in Technical capstone courses and in selected academic courses
	Fall 2013	Nelson Denny Pre-test – Intervention – Post-test	PSLO Alpha Artifact Assessment from all classes	
Year 2 2014	Spring 2014		PSLO Alpha Artifact Assessment from all classes	MARSII in technical capstone courses and in selected academic courses
	Fall 2014	Nelson Denny Pre-test – Intervention – Post-test	PSLO Alpha Artifact Assessment from all classes	
Year 3 2015	Spring 2015		PSLO Alpha Artifact Assessment from all classes	MARSII in technical capstone courses and in selected academic courses
	Fall 2015	Nelson Denny Pre-test – Intervention –	PSLO Alpha Artifact Assessment from all	

		Post-test	classes	
Year 4 2016	Spring 2016		PSLO Alpha Artifact Assessment from all classes	MARSI in technical capstone courses and in selected academic courses
	Fall 2016	Nelson Denny Pre-test – Intervention – Post-test	PSLO Alpha Artifact Assessment from all classes	
Year 5 2017	Spring 2017		PSLO Alpha Artifact Assessment from all classes	MARSI in technical capstone courses and in selected academic courses
	Fall 2017	Nelson Denny Pre-test – Intervention – Post-test	PSLO Alpha Artifact Assessment from all classes	