



Request for QEP Proposal

This request seeks proposals that describe and justify a specific topic for the Texas Tech University Health Sciences Center's Quality Enhancement Plan (QEP). A committee will recommend four of the submitted QEP proposals to the TTUHSC Executive Leadership Team for consideration as the institution's QEP topic.

Background

Relation to Accreditation

TTUHSC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), one of six regional accrediting bodies in the United States that periodically evaluate the quality of postsecondary schools. Without such accreditation, TTUHSC students would not be eligible for federal loans or grants to help pay for their education.

In order to have its accreditation reaffirmed in 2009, TTUHSC must comply with more than 80 SACS standards and requirements. One of these requirements is the development and implementation of a Quality Enhancement Plan embodying "a comprehensive and thorough analysis of the effectiveness of the learning environment for supporting student learning and accomplishing the mission of the institution."¹ By Spring 2009, SACS will expect TTUHSC to develop an acceptable Quality Enhancement Plan that

1. includes a broad-based institutional process identifying key issues emerging from institutional assessment;
2. focuses on learning outcomes and/or the environment supporting student learning and accomplishing the mission of the institution;
3. demonstrates institutional capability for the initiation, implementation, and completion of the QEP;
4. includes broad-based involvement of institutional constituencies in the development and proposed implementation of the QEP; and
5. identifies goals and a plan to assess their achievement.

Beyond mere compliance with this SACS mandate, however, the QEP offers the opportunity to come together as an institution and bring about an important, far-reaching, and long-lasting improvement in the academic achievements of our students.

The QEP at TTUHSC Thus Far

TTUHSC began its QEP process in the summer of 2007 with the establishment of a QEP Topic Selection Committee that was comprised of faculty, administrators, staff, students, and local residents.² The committee generated a "What's the Big Idea?" campaign in August and September 2007 to solicit input on potential QEP topics from all TTUHSC constituents. One hundred forty-one topic proposals were received through an online suggestion box.³ Additional deliberation by the committee in October 2007 narrowed this large set of submissions to the 17 most promising ideas.⁴

The short list of 17 QEP ideas was reviewed by TTUHSC's Institutional Effectiveness Executive Workgroup⁵ during a series of November 2007 meetings. The Workgroup finished its evaluation of the 17 ideas by dividing them into three thematic areas from which interested members of the TTUHSC community would be asked to prepare proposals for consideration as the QEP topic (see next section).

Guidelines for Preparing Proposals

Thematic Areas

The three thematic areas that individuals or teams should use as a point of departure in crafting their QEP proposals may be summarized as follows:



- *Academic Support for Students* (focus on improving academic and professional success of students through tutoring, study skills and time management workshops, preparation for licensure exams, and similar support)
- *Interdisciplinary Education* (provide instruction in professionalism, cultural competence, communication skills, critical thinking, problem solving, and/or other core competencies common to all members of healthcare teams)
- *Faculty Development Programs* (offer resources for faculty to further their pedagogical and professional development)

Additional information on the QEP process may be found on the website of the Office of Institutional Planning and Effectiveness (OIPE), which is coordinating the QEP effort on behalf of the QEP Topic Selection Committee, at <http://www.ttuhscc.edu/admin/oipe/qep>.

Authors of proposals may base their submissions on one of the three thematic areas or a combination of the thematic areas; regardless of the manner in which it is derived, however, the QEP proposal must explicitly address the ways that student learning will be enhanced by the adoption of a plan of specific actions. Moreover, the Institutional Effectiveness Executive Workgroup supports the concept that the QEP proposal incorporate, if feasible, an appropriate augmentation of TTUHSC's information-technology infrastructure as it relates to student learning.

Proposal Criteria

The proposal must include a description of the suggested QEP topic and a narrative justification that is sufficiently responsive to the following points. The proposed topic would have:

- The potential for significantly improving student learning at every TTUHSC campus and in each of the TTUHSC schools (School of Medicine, School of Nursing, School of Allied Health Sciences, Graduate School of Biomedical Sciences, School of Pharmacy, and Paul M. Foster School of Medicine at El Paso)
- The potential for empirical, data-based measurement of its impact on student learning
- The potential for gaining widespread support and acceptance among TTUHSC constituents
- The potential for rapid deployment and time-sensitive adjustments for improvement over its five-year period

Additionally, the proposal will be evaluated on the basis of its relationship to the TTUHSC Strategic Plan and Mission,⁶ its budget implications, and its practicality of implementation.

Proposal Format

1. Brief Descriptive Title of the QEP Topic
2. Current Environment: What are the major elements in the current student learning environment that will be addressed by the proposed QEP topic?
3. Purpose/Focus Statement: The [QEP topic] will increase/enhance student learning at the TTUHSC by . . .
4. Implementation Plan
 - a) Resources Needed: What are the specific needs--including estimated costs--for staffing, funding, facilities, equipment, and administrative support to implement and maintain the QEP topic?
 - b) Strategies and Activities: How will the QEP topic direct the institution in addressing the issues identified in #2 and achieving the outcomes suggested in #5?
 - c) Results/Outputs: If resources are provided and strategies/activities implemented for the QEP topic, what tangible results might be expected in terms of number of faculty trained, students involved, courses or programs developed or modified, etc.?



5. Future Environment: If this QEP topic is adopted, what difference will it make in terms of student learning at the end of its implementation? Be as specific as possible, using both direct and indirect measures of student learning.

Submitters are encouraged to include supporting documentation for their QEP proposal.

Incentives

Each of the submitters of the four most viable QEP proposals will receive a \$5,000 award. In the case of team submissions, the team will receive the award to be divided among themselves.

Manuscript Submission

Format

The proposal should be prepared as a Microsoft Word document with one-inch margins and 10-point typeface. It may not exceed eight (8) single-spaced pages in length, including bibliography.

The name(s), email address(es), and primary telephone number(s) of the submitter(s), along with the title of the proposal, should be indicated on a separate cover page.

Submission Procedure

Proposals must be received by the QEP Proposal Review Committee no later than 5:00 p.m. on March 3, 2008. Electronic documents should be emailed as an attachment to qep@ttuhsc.edu. Paper documents should be sent to Dr. Rial Rolfe, Associate Vice President for Academic Services, Texas Tech University Health Sciences Center, Room 2B440, 3601 4th Street, Stop 6298, Lubbock, TX 79430-6245.

¹ *Principles of Accreditation: Foundations for Quality Enhancement*. 2007 Interim Edition (Decatur, GA: Commission on Colleges of the Southern Association of Colleges and Schools, 2006), 7.
<http://www.sacscoc.org/pdf/2007%20Interim%20Principles%20complete.pdf>.

Links to sample QEPs at other institutions in the SACS region may be found at
<http://www.ttuhsc.edu/admin/oipe/sampleqeps.aspx>.

²“QEP Topic Selection Committee,” http://www.ttuhsc.edu/admin/oipe/qep/qep_committee.pdf.

³“TTUHSC QEP Topic Suggestions,” http://www.ttuhsc.edu/admin/oipe/qep/qep_topics.pdf.

⁴“QEP Topics Short List,” http://www.ttuhsc.edu/admin/oipe/qep/QEP_Topics_Short_List.pdf.

⁵“Institutional Effectiveness Executive Workgroup,” <http://www.ttuhsc.edu/admin/oipe/committees/ieworkgroup.pdf>.

⁶“TTUHSC Strategic Plan: 2006-2009,” <http://www.ttuhsc.edu/hsc/strategicplan.aspx>.