Stephen F. Austin State University
Quality Enhancement Plan Addenda
QEP

Quality Enhancement Plan

Functional Responsibilities

STEP 1
Create Ideal Degree Sequences
- Academic Departments
- Office of Institutional Effectiveness
- Registrar

STEP 2
Continually Analyzing Course Demand
- Office of Institutional Effectiveness
- Course Availability Team
- Academic Departments

STEP 3
Creating Student-centric Schedules
- Academic Departments
- Course Availability Team

STEP 4
Informed Proactive Advising
- Advisors

STEP 5
Actively Monitoring Registration
- Academic Departments
- Office of Institutional Effectiveness
- Course Availability Team

Lowering Student Debt
QEP
Quality Enhancement Plan

Executive Vice President and Provost:
- Executive Sponsorship
- Course Availability Team
- Leadership

Associate Provost:
- Operational direction and oversight

Director, Institutional Effectiveness:
- Daily operations and management
- Course offering analysis and interpretation
- Data Interpretation consultations

Assistant Director, Institutional Effectiveness:
- Assessment data collection and analysis
- Annual report development

Institutional Effectiveness Specialist
- Degree Map QA/QC
- Data analysis and publication
- Data interpretation consultations

Course Availability Team:
- Review course offerings recommendations
- Trend identification
- Resource review
- Lead college level discussions

Academic Departments:
- Data analysis
- Schedule Creation

Advisors:
- Deliberate, structured student interventions
- Purposeful involvement w/students
- Reach out to students before they ask for help
- Inquiries into causes of the students' challenges

Positional Responsibilities
Lowering Student Debt
Stephen F. Austin State University

2021 Reaffirmation of Accreditation
Quality Enhancement Plan

QEP Implementation Timeline

1. **April 4 - July 15, 2021**
   **Degree Map Refinement**
   Office of Institutional Effectiveness will work with each department to refine degree maps for each program.

2. **April 19 - July 15, 2021**
   **Conduct Curricular Complexity Analysis**
   Each degree map will be analyzed and given a curricular complexity score by the Office of Institutional Effectiveness. Results will be reviewed and refinements made based on analysis.

3. **August 16 - August 31, 2021**
   **Course Analysis Conducted, Spring 2022**
   Course analysis software will be used to conduct a predictive analysis to determine course demand for Spring 2022. Results will be analyzed and used to determine scheduling needs for each course.

4. **August 26 - September 24, 2021**
   **Spring 2022 Scheduling**
   Spring 2022 schedule is built based on the results of the course analysis and potential time conflicts resolved.

5. **October 1 - November 8, 2021**
   **Advising for Spring 2022**
   Proactive advising for Spring 2022 to ensure students register for classes according to their degree maps.

6. **November 9 - January 12, 2022**
   **Spring 2022 Registration**
   Courses will be monitored during registration and adjustments will be made to course offerings based on student demand.

**On-going Plans**
- Predictive course demand analysis prior to each semester
- Data informed course scheduling by departments
- Proactive advising each term
- Registration monitoring to improve course availability
- Degree map refinement based on curricular modifications and complexity analyses.
<table>
<thead>
<tr>
<th>AY</th>
<th>Approx. Date</th>
<th>Milestone</th>
<th>Leading</th>
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<tr>
<td>AY22</td>
<td>8/15/2021</td>
<td>AY22 QEP Kick-off (Analysis for Spring 22)</td>
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<td>3/30/2022</td>
<td>Establish Baseline (AY21 Data)</td>
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|      | 5/15/2022    | Spring Productive Credit Report  
AY22 Momentum Year Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| AY23 | 9/15/2022    | Initial Fall Productive Credit Assessment | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | 12/20/2022   | Fall Productive Credit Report  
Fall Momentum Year Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | 2/15/2023    | Initial Spring Productive Credit Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | 3/30/2023    | AY22 Assessment Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | Spring / Summer | AY22 Assessment Insights and Actions Workshop | Close the Loop | |
|      | 5/15/2023    | Spring Productive Credit Report  
AY22 Excess SCH Report  
AY23 Momentum Year Assessment | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| AY24 | 9/15/2023    | Initial Fall Productive Credit Assessment | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | 12/20/2023   | Fall Productive Credit Report  
Fall Momentum Year Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | 2/15/2024    | Initial Spring Productive Credit Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | 3/30/2024    | AY23 Assessment Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | Spring / Summer | AY23 Assessment Insights and Actions Workshop | Close the Loop | |
|      | 5/15/2024    | Spring Productive Credit Report  
AY23 Excess SCH Report  
AY24 Momentum Year Assessment | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| AY25 | 9/15/2024    | Initial Fall Productive Credit Assessment | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | 12/20/2024   | Fall Productive Credit Report  
Fall Momentum Year Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | 2/15/2025    | Initial Spring Productive Credit Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | 3/30/2025    | AY24 Assessment Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
|      | Spring / Summer | AY24 Assessment Insights and Actions Workshop | Close the Loop | |
|      | 5/15/2025    | Spring Productive Credit Report  
AY24 Excess SCH Report  
AY25 Momentum Year Assessment | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
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<th>Productive Credit Ratio</th>
<th>Momentum Year Objectives</th>
<th>Excess Semester Credit Hours</th>
<th>Time to Degree</th>
<th>4-year Graduation Rate</th>
<th>6-year Graduation Rate</th>
<th>Student Debt</th>
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<tbody>
<tr>
<td>AY 26</td>
<td>9/15/2025</td>
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</table>
| | 12/20/2025 | Fall Productive Credit Report  
Fall Momentum Year Report | ✓ | ✓ | | | | | |
| | 2/15/2026 | Initial Spring Productive Credit Report | ✓ | | | | | | |
| | 2/15/2026 | 5th Year Report Due to SACSCOC | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| | 3/30/2026 | AY25 Assessment Report | ✓ | ✓ | ✓ | ✓ | | | |
| | | Spring / Summer  
AY25 Assessment Insights and Actions Workshop | | | | | | | Close the Loop |
| | 5/15/2026 | Spring Productive Credit Report  
AY25 Excess SCH Report  
AY26 Momentum Year Assessment | ✓ | ✓ | ✓ | | | | |
| AY 27 | 9/15/2026 | Initial Fall Productive Credit Assessment | ✓ | | | | | | |
| | 12/20/2026 | Fall Productive Credit Report  
Fall Momentum Year Report | ✓ | ✓ | | | | | |
| | 2/15/2027 | Initial Spring Productive Credit Report | ✓ | | | | | | |
| | 3/30/2027 | AY26 Assessment Report | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| | | Spring / Summer  
AY26 Assessment Insights and Actions Workshop | | | | | | | Close the Loop |
| | 5/15/2027 | Spring Productive Credit Report  
AY26 Excess SCH Report  
AY27 Momentum Year Assessment | ✓ | ✓ | ✓ | | | | |