Quality Enhancement Plan (QEP)  
Proposal Submission Worksheet

**The QEP is a five-year initiative that focuses on improving student learning outcomes and/or success. Developing and successfully executing a QEP is a required component of our reaffirmation of accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which occurs once every 10 years.**  
   
**QEP proposals will be evaluated for alignment with W&M’s** [**Vision 2026**](https://www.wm.edu/about/administration/strategicplanning/vision2026/index.php) **and with the** [**SACSCOC QEP Evaluative Framework**](https://sacscoc.org/app/uploads/2019/08/Quality-Enhancement-Plan-Framework.pdf)**.  
   
See W&M’s** [**QEP website**](http://wm.edu/iae/qep) **for more information about QEP requirements and the proposal process.  
   
*Please Note: All fields are required to submit your proposal.***

**QEP Topic Proposal Components *(all fields are required)***

Applicable [**Vision 2026**](https://www.wm.edu/about/administration/strategicplanning/vision2026/index.php) (strategic plan) Initiative(s):

* Data
* Water
* Democracy
* Careers

What is the working title for your proposal?  (25 words)

What are 2-3 keywords related to your proposal?

**QEP Topic Proposal Components *(all fields are required unless otherwise noted)***

What is the single, overarching goal of this QEP topic?  *Please note that goals must be measurable to assess achievement of student learning outcomes, and/or success (see dimension E of the* [**SACSCOC Evaluative Framework**](https://sacscoc.org/app/uploads/2019/08/Quality-Enhancement-Plan-Framework.pdf)*).*  (50 words)

Describe in detail your proposed QEP topic, including how it connects to and supports W&M's [**mission**](https://www.wm.edu/about/administration/vision-mission-values/) and [**Vision 2026**](https://www.wm.edu/about/administration/strategicplanning/vision2026/index.php)**.**  (500-750 words)

Which student population(s) will this QEP impact?  (100 words)

**QEP Topic Proposal Components *(continued)***

How will your proposal improve student learning outcomes and/or student success?  (500 words)

What institutional resources may be needed to support this project if selected as the QEP?  Numerical specifics are not needed at this stage.  (500 words)

**QEP Topic Proposal Components *(continued)***

What existing institutional data supports your proposal?  Is any additional data needed to make a case for this project to be considered viable?  You may find useful and relevant data on the Institutional Research [**Fact Book website**](https://www.wm.edu/offices/it/services/ir/university_data/fact_book/).  (500 words)

*OPTIONAL:*Please use this space to provide additional information about your proposal that would be helpful as it is being reviewed.  (500 words)

If you wish to submit a separate file of supporting documentation, please email to [**Matt.Smith@wm.edu**](mailto:matt.smith@wm.edu?subject=QEP%20Topic%20Proposal%20Attachment). Any supporting documentation that you submit by email must be no more than 3 pages in length combined.

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**Proposal Champions:  A team of at least three Champions is expected for a successful QEP.**

Please provide the information below for the *Lead Champion*.

Lead Champion First Name

Lead Champion Last Name

Lead Champion Title

Lead Champion School/Department/Program/Unit

Lead Champion Email

Lead Champion Phone Number

Brief Statement of Qualifications for Lead Champion (150 words)

Number of Additional Proposal Champions *not including Primary Champion*:

* One (1)
* Two (2)
* Three (3)
* More than Three (4)

**Proposal Champions *(continued)***

**Please provide the information below for the proposal’s *Champion 2.***

Champion 2 First Name

Champion 2 Last Name

Champion 2 Title

Champion 2 School/Department/Program/Unit

Champion 2 Email

Champion 2 Phone Number

Brief Statement of Qualifications for Champion 2 (150 words)

**Please provide the information below for the proposal’s *Champion 3.***

Champion 3 First Name

Champion 3 Last Name

Champion 3 Title

Champion 3 School/Department/Program/Unit

Champion 3 Email

Champion 3 Phone Number

Brief Statement of Qualifications for Champion 3 (150 words)

**Proposal Champions *(continued)***

**Please provide the information below for the proposal’s *Champion 4.***

Champion 4 First Name

Champion 4 Last Name

Champion 4 Title

Champion 4 School/Department/Program/Unit

Champion 4 Email

Champion 4 Phone Number

Brief Statement of Qualifications for Champion 4 (150 words)

**Please provide the information below for the proposal’s *Champion 5.***

Champion 5 First Name

Champion 5 Last Name

Champion 5 Title

Champion 5 School/Department/Program/Unit

Champion 5 Email

Champion 5 Phone Number

Brief Statement of Qualifications for Champion 5 (150 words)