



Guidelines for the Preparation of DQP Year 2 Work Plan Progress Reports

Scope of Report: March, 2013, through February, 2014

Due Date: April 11, 2014

Structure and Contents

1. Title Page (Institution Name, Report Title, and Report Date)
2. (Brief) Summary of Institutional Characteristics (Only necessary if you didn't complete a report last year. If you did, you may skip this)
3. Statement of Year 2 DQP Work Plan Goals and Objectives
4. Progress to Date
 - a. Describe your progress toward achievement of your Year 2 DQP goals and objectives.
 - b. Describe insights and lessons learned, if any, from your work to date with the DQP.
 - c. Describe adjustments, if any, made to current or future work plans resulting from those insights and lessons learned.
5. Reflections
 - a. What influence, if any, has your work with the DQP had on
 - i. degree or program outcomes?
 - ii. teaching and learning?
 - iii. assessment of student achievement?
 - b. What recommendations do you have to improve the DQP as a framework for practice?
6. Concluding Thoughts
7. Appendices (if any)

Layout

Please use letter size portrait orientation (8½" wide by 11" high) with 1" margins on all sides and 11-point type face. Single space the text in the body of the report and double space headings from the text. Number all pages (except Title Page).

Submission

1. Submit the report as a single Word or Adobe Acrobat document by email, as an attachment, to mallirisa@lanecc.edu.

Questions

1. For questions related to submission or confirmation of receipt of the report, contact Anna Kate Malliris by email at mallirisa@lanecc.edu or by phone at 541.463.5120.
2. For questions related to the substance of the report, contact Ron Baker (OUS institutions) by email at baker@lanecc.edu or by phone at 425.327.3914 or contact Carol Schaafsma (community colleges) by email at schaafsmac@lanecc.edu or by phone at 541.510.2876.