



Guidelines for the Preparation of DQP Year 1 Work Plan Progress Reports

Scope of Report: September 1, 2012, through February 28, 2013

Due Date: March 1, 2013

Structure and Contents

1. Title Page (Institution Name, Report Title, and Report Date)
2. Table of Contents
3. (Brief) Summary of Institutional Characteristics
4. Statement of Year 1 DQP Work Plan Goals and Objectives
5. Progress to Date
 - a. Describe your progress toward achievement of your Year 1 DQP goals and objectives.
 - b. Describe unanticipated opportunities and challenges, if any, you encountered in implementing your Year 1 DQP Work Plan.
 - c. Describe insights and lessons learned, if any, from your work to date with the DQP.
 - d. Describe adjustments, if any, made to current or future work plans resulting from those insights and lessons learned.
6. Reflections
 - a. What influence, if any, has your work with the DQP had on degree or program outcomes?
 - b. What influence, if any, has your work with the DQP had on teaching and learning?
 - c. What influence, if any, has your work with the DQP had on assessment of student achievement?
 - d. What assistance would you like to receive to achieve of your Work Plan objectives?
 - e. What recommendations do you have to improve the DQP as a framework for practice?
7. Lumina Grant Deliverables
 - a. List degrees, programs, or learning outcomes currently under review or planned for review as part of the DQP project.
 - b. Describe current or planned engagement of faculty in the DQP project.
 - c. Describe the use, if any, of spider web maps in current or planned DQP work.
 - d. Describe current or planned involvement, if any, by students and advisory committees in the DQP work.
8. Concluding Thoughts
9. Appendices (if any)

Layout

1. Use letter size portrait orientation (8½” wide by 11” high) with 1” margins on all sides.
2. Use 11-point type face for the body of the report. Use 12-point bold type face for major headings.
3. Single space text in the body of the report. Double space headings from the text.
4. Number all pages (except Title Page and Table of Contents).

Submission

1. Submit the report as a single Word or Adobe Acrobat document.
2. Email the report 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.