



## **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](mailto: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](mailto: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](mailto:baker@lanecc.edu) or by phone at 425.327.3914 or contact Carol Schaafsma (community colleges) by email at [schaafsmac@lanecc.edu](mailto:schaafsmac@lanecc.edu) or by phone at 541.510.2876.