



Position Title: Quantity Enhancement Plan Director
Division: LAP
Department: Learning Assistance Program
Reports to: Vice President of Academic and Student Services

General Function:

The Quality Enhancement Plan (QEP) Director performs the duties of the College Achievement Coach and QEP Review Committee Chair. The Director supervises data collection from developmental math (DMA) faculty members and Supplemental Instruction (SI) for the purposes of the QEP. The Director collaborates with the Dean of the Learning Assistance Program regarding DMA faculty and SI staff on matters to include performance evaluations. The Director will supervise additional College Achievement Coaches or QEP staff. The Director will also manage funds allocated for the QEP.

Duties and Responsibilities:

The duties of the QEP Director include, but are not limited to:

- Ensure QEP implementation schedule is followed
- Administer ENGAGE College Survey
- Enter ENGAGE College Survey data into QEP database creating reports with relevant QEP data from the ENGAGE College Survey
- Evaluate and report ENGAGE College Survey results
- Provide direction to the Dean of the Learning Assistance Program for the purpose of data collection from DMA faculty members for the purpose of the QEP including confirming first-time attending DMA 010, 020, and 030 students for current DMA term rosters.
- Track DMA faculty members' required QEP database assessments and referral entries
- Evaluate and report DMA 010, 020, 030 term results with and without QEP interventions
- Review data from all DMAs Modules and Assessments for possible QEP modifications
- Meet with DMAs 010, 020, 030 faculty at the end of each term to evaluate QEP process
- Gather, report, and evaluate DMA 010, 020, 030 terms results for QEP Review Committee
- Schedule and organize QEP Review Committee meetings
- Chair QEP Review Committee meetings
- Ensure accurate and timely documentation of Review Committee proceedings
- Implement recommendations determined by QEP Review Committee
- Review results, assessments, and strategies of QEP
- Evaluate and report results of QEP program outcomes
- Oversee QEP database
- Manage funding for QEP to include ordering office supplies, equipment, and other budgetary items
- Collaborate with Director of Marketing to promote QEP
- Organize training of additional personnel



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- Complete all the duties of the College Achievement Coach (see Position Description of College Achievement Coach)
- Communicates to the Dean of LAP and the Vice President of Academic and Student Services any issues with QEP implementation

Qualifications:

- Required: Bachelor's degree from a regionally accredited institution
- College Achievement Coach credentials or related position
- Minimum three years teaching experience in Developmental Studies; an understanding and commitment to the community college philosophy
- Ability to build rapport and work well with administration, faculty, staff, and students

Working Conditions:

- Office
- College facilities
- External facilities
- Internet environment

Disclaimer: This job description covers the most essential functions and duties associated with this position. The President or appropriate supervisory personnel may assign additional duties. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.

Signature *Patricia M. Phily*
Employee

Date 01.27.14

Signature _____
Supervisor

Date _____

Signature _____
Dean

Date _____

Signature *Deborah Grimes*
Vice-President

Date 1-27-14