Richmond Community College
Board of Trustees

Annual QEP Update
Year One
2023-2024

October 1, 2024

GPS
Getting Prepared for Success

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What is a Quality Enhancement Plan?

A ***Quality Enhancement Plan* (QEP)** is a carefully designed and focused course of action derived from the institution's existing planning and evaluation processes that addresses a well-defined issue directly related to enhancing specific student learning outcomes and/or student success.

Why did RichmondCC design and implement a QEP?

RichmondCC's institutional accreditor, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), added the QEP requirement to the accreditation reaffirmation process in 2007. The QEP has a five-year life span and, if proven to be a success, is typically incorporated into the normal operations of the college.

What is RichmondCC's QEP?

RichmondCC's QEP is entitled ***Getting Prepared for Success (GPS)***. The QEP is designed to assist each student in developing an individual success plan through career exploration, adaptive advising, connecting with employers, and utilizing avenues to senior institutions of higher learning.

This plan will foster a campus-wide culture that recognizes the importance of career advising and the critical role it plays in student success, not only in terms of achieving an academic credential, but enjoying a rewarding and fulfilling career.

For the QEP, ***student success*** is defined as follows: "*Upon graduation, students will have followed their RichmondCC career plan and received either an acceptance from a senior institution or a job offer.*"

What are the Goals of RichmondCC's QEP?

The QEP is designed not only to implement changes in student career advisement, but to assess the impact these changes have on the following goals:

1. **Increase** first-year new **student retention** and second-year **progression rates**.

2. **Increase** the number of students having a completed **Career Plan**.

3. **Increase** the number of **apprenticeships and internships**.

4. **Increase** the number of students receiving **job offers** or **acceptance letters from senior institutions** before they graduate.

As each student defines his or her success with a Career Plan, the College believes the QEP will have a positive impact on **student retention** and **achievement of academic and career goals**.

RichmondCC's QEP topic is a result of the institution's on-going planning, evaluation, and research, as well as a review of empirical data and existing literature.

The plan includes design and implementation components along with formative and summative assessment methods.

The QEP has broad-based support from internal and external institutional stakeholders.

RichmondCC's QEP uses a multi-year, phased, implementation model.

The QEP is being supported by five subcommittees:

1. Data
2. Outreach
3. Promotion
4. Reporting
5. Training

made up of faculty, staff, leadership, and students.

RichmondCC has allocated itemized annual funding for QEP-related expenses. The college also has a variety of existing resources available to initiate, implement, and complete a successful QEP.

What is the Timeline for RichmondCC's QEP?

Academic Year	Goals and Activities to be Implemented
2023-2024	Training and Development – ***Building the Infrastructure***
2024-2025	Implementing the QEP with ***New Traditional Students***
2025-2026	Implementing the QEP with ***Early College Students***
2026-2027	Implementing the QEP with ***Dual Enrolled Students***
2027-2028	Continued Assessment and ***Reporting of Findings***

What was accomplished during Year One (Academic Year 2023-24) of the QEP?

Task	Start Dates	End Date	% Complete	Status	Subcommittee(s)
Create QEP Webpage on RichmondCC website	10/02/2023	10/31/2023	100%	**Complete**	QEP Director
Increase awareness of QEP and Handshake app with campus constituencies / community partners	10/02/2023	8/15/2024	100%	**Complete**	Promotion Outreach
Implement Handshake app with Students, Alumni, and Industry Partners	10/02/2023	8/15/2024	100%	**Complete**	Promotion Outreach Training
Develop Training Material for Faculty and Staff Advisors	10/02/2023	8/15/2024	100%	**Complete**	Training
Develop Workshops for Year Two (**2024-2025** academic year)	10/02/2023	8/15/2024	100%	**Complete**	Training
Provide Professional Development for Faculty and Staff Advisors	1/10/2024	8/15/2024	100%	**Complete**	All
Submit final version of QEP to SACSCOC by 2/25/2024	12/11/2023	2/02/2024	100%	**Complete**	QEP Director Reporting
Update New Student Orientation	3/01/2024	12/31/2024	-	**On-Going**	Training
Modify ACA-122 course, as necessary, using survey feedback	3/01/2024	3/29/2024	100%	**Complete**	Lead Instructor Training
Review Budget for potential adjustments	3/01/2024	3/15/2024	100%	**Complete**	QEP Director Subcommittee Leaders
Review Project for potential timeline adjustments	3/01/2024	3/15/2024	100%	**Complete**	QEP Director Subcommittee Leaders
AA/AS and AAS course-level assignments selected for QEP Years 2 and 3	3/01/2024	8/15/2024	100%	**Complete**	Training
Submit one-page QEP Executive Summary to SASCOC for their website	8/06/2024	8/15/2024	100%	**Complete**	Reporting
Provide annual QEP update to Board of Trustees	8/06/2024	10/01/2024	100%	**Complete**	Reporting
Update QEP Page on Website	8/06/2024	10/01/2024	100%	**Complete**	Reporting

In addition to developing the workshops that will be provided during Year Two (Academic Year 2024-2025), the Training subcommittee offered a variety of these workshops as a pilot and held Career and Transfer Fairs during Spring and Summer 2024 terms.

- 11 workshops were offered in 33 sessions. Sessions were available at the Hamlet and Scotland campuses as well as providing a live, virtual option.

- Six Career and Transfer Fairs were held on the Hamlet and Scotland campuses.

Workshops

Title	Location / Modality	Dates
From Isolation to Inclusion: Overcoming Loneliness in Young Adulthood	Hamlet Campus Scotland Campus Virtual	2/05/2024 2/08/2024 2/09/2024
Interviewing Skills	Hamlet Campus Scotland Campus Virtual	2/13/2024 2/15/2024 2/14/2024
Navigating Family Dynamics: Strategies for Peaceful Relationships	Hamlet Campus Scotland Campus Virtual	2/21/2024 2/27/2024 2/22/2024
Detox Your Life: Dealing with Toxic People	Hamlet Campus Scotland Campus Virtual	3/06/2024 3/12/2024 3/07/2024
Resume Writing	Hamlet Campus Scotland Campus Virtual	3/19/2024 3/14/2024 3/13/2024
Discover Your Why: Finding Your Life's Purpose	Hamlet Campus Scotland Campus Virtual	3/21/2024 3/27/2024 3/22/2024
How to Pay for your Next Degree	Hamlet Campus Scotland Campus Virtual	4/16/2024 4/11/2024 4/10/2024
Text Anxiety	Hamlet Campus Scotland Campus Virtual	4/17/2024 4/22/2024 4/18/2024
How Can RichmondCC Help After Graduation?	Hamlet Campus Scotland Campus Virtual	4/30/2024 5/02/2024 5/01/2024
Career Exploration and Goals	Hamlet Campus Scotland Campus Virtual	6/18/2024 6/20/2024 6/19/2024
Job Search and Employment Assistance (NC Works)	Hamlet Campus Scotland Campus Virtual	7/09/2024 7/11/2024 7/10/2024

Career Fairs

Title	Location	Dates
Fall in Love with your Career Fair	Cole Auditorium	2/13/2024
Power the World Career Fair	Cole Auditorium	3/07/2024
HBCU Transfer Fair	Scotland Campus	3/11/2024
Industry Business Expo	Scotland Campus	3/27/2024
College Transfer Fair	Hamlet Campus Scotland Campus	4/10/2024 4/10/2024
Public Safety/Social Services Fair	Cole Auditorium	5/07/2024

Summary

All activities designated for Year One of the RichmondCC QEP were successfully completed.

The QEP is on target for Year Two, which will focus on New Traditional Students.

Respectfully submitted,

Heath Milligan
RichmondCC QEP Director