

# QEP Newsletter

*Transparent Instruction in General Education and Gateway Courses for Student Success*

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**Welcome to the second newsletter highlighting Lincoln Memorial University’s progress on our QEP.**

Lincoln Memorial University’s 2019 – 2024 Quality Enhancement Plan, “Transparent Instruction in General Education and Gateway Courses for Student Success” will be the focus for the next five years as part of the university’s reaffirmation and accreditation process.

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## Academic Affairs Bulletin Board

All General Education and Gateway Course syllabi and transparent instruction assignments should be posted in the Academic Affairs Bulletin Board each semester. This is a great resource for faculty to review other syllabi and assignments to get ideas of creative ways to offer transparent instruction. Additionally, this allows the document reviewers access to materials without having the need to print everything– thus being environmentally friendly. In many cases, an assignment or syllabus may be shared for multiple course sections.

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## Blackboard Course Adaptive Release

In order to increase the survey response rate from our online classes, we are now using the Blackboard Adaptive Release feature within the QEP courses that are online. What does that mean? The student surveys are already added to the course shell by the CTLE staff. The survey for the beginning of the semester is scheduled so that students must complete the survey after Unit 1 but before Unit 2. The survey at the end of the semester is scheduled so that students must complete the survey prior to the last unit (whatever the last unit for your class may be). As a result of this change, we saw an increase of nearly 200% between our April 2019 surveys and our August 2019 surveys.

**Where can you find this in your Blackboard online course? See this screenshot of what it looks like with the availability dates. Please note the new name for the Post to include SURVEY instead of EVALUATION.**



### QEP: Student Pre-Evaluation-Fall 2019

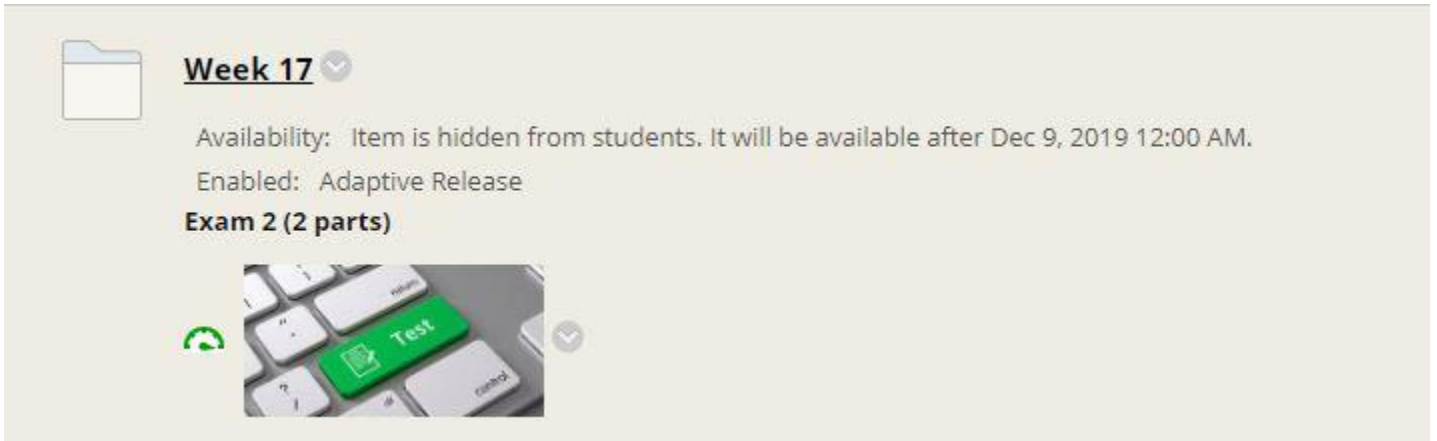
Availability: Item is hidden from students. It was last available on Sep 5, 2019 11:59 PM.  
Thank you for completing this short evaluation. Questions can be directed to Dr. Duggan at molly.duggan@lmunet.edu



### QEP: Student End-of-Course Survey-Fall 2019

Availability: Item is hidden from students. It will be available after Nov 18, 2019 12:00 AM.  
Thank you for completing this short survey. Questions can be directed to Dr. Duggan at molly.duggan@lmunet.edu

Below is a screenshot of what a final unit with the “Adaptive Release” setting turned on looks like online. Note the unit will not open until the post survey is complete. *This screenshot is not from a QEP course, but to show an example.*



When looking in the Full Grade Center, both surveys will have a corresponding Grade Center column created for you.

See the screenshots below for a visual of the columns in Blackboard for QEP surveys in online courses. The checkmark indicates the survey has been completed. A blue circle indicates that it is in progress, but not finished. The absence of an icon indicates that the survey has not been taken by the student. Note that some students may be completing the QEP student survey for multiple classes – the responses should be specific to that course.

QEP: STUDENT PRE-EVALUATION-FALL 2019	QEP: STUDENT END-OF-COURSE SURVEY-FALL 2019
✓	--
✓	--
✓	--
✓	--
🔄	--
✓	--



## Office Move

Dr. Molly Duggan, the QEP Director, has been relocated to Room 118 in Grant Lee. **When returning student surveys, please note the address change.**

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## By The Numbers . . .

3,796

Early QEP student surveys returned in Fall 2019 – 1,638 more surveys than returned in Spring 2019 – 76% increase!

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719

Number of early online QEP student surveys returned in Fall 2019 – 471 more online surveys than returned in Spring 2019 – 190% increase!

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210

Number of transparent assignments posted in Academic Affairs Bulletin Board

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181

Number of course syllabi posted in Academic Affairs Bulletin Board

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4.217

Average early QEP student survey score for Fall 2019 on a 5-point scale

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2

Number of assignments that should be modified in each general education and gateway course to reflect transparent instruction

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## Upcoming 2020 Training – 111 Grant Lee (Round Room)

- New Faculty/Staff Transparent Instruction Training Workshop – Friday, January 3, 10 am – 12 noon
- Support Sessions – 2 Drop-In Assistance Sessions – Monday, January 6, 4:30 – 6:30 pm & Wednesday, January 8, 4:30 pm – 6:30 pm - Bring syllabi & assignments for feedback

New Faculty will be enrolled in the QEP Blackboard shell for their starting semester. Below is a screenshot of what that looks like in Blackboard:

The screenshot shows the 'My Courses' section in Blackboard. It features a dark blue header with 'My Courses' and a dropdown arrow. Below this, there is a section for 'LMU' with another dropdown arrow. Under 'LMU', there is a heading 'Courses where you are: Student'. Two courses are listed: 'LMU.006: Getting Started With Blackboard for Faculty' with instructors Erika Eschberger and Elizabeth Yagodzinski, and 'QEP.FA.19: Transparent Instruction QEP Workshop Series - Fall 2019' with instructor Molly Duggan.

**PURPOSE ~ TASKS ~ CRITERIA**

## Important 2019 Dates

November 4 – QEP Steering Committee Meeting

November 18 – December 6 – End-of-Semester QEP Student surveys should be completed in Classes

*\*Online classes – surveys are in Blackboard – students must complete them prior to last Unit*

December 16 – Survey Return Date

## Important 2020 Dates

January 6 – Classes Start

January 6 – 17 – “Pre” Student surveys should be completed in Classes

*\*Online classes - surveys are in Blackboard – students must complete them prior to Unit 2*

January 27 – Transparent Assignments & Syllabi should be uploaded to Academic Affairs Bulletin Board

January 27 – Early QEP Student Survey Return Date

April 13 – 24 - “End-of-Semester” QEP Student surveys should be completed in Classes

*\*Online classes – surveys are in Blackboard – students must complete them prior to last Unit*

May 4 – QEP Student Survey Return Date

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## Survey Says . . .

Students complete a short 10-question QEP survey at the beginning and end of each semester in each class that is part of the QEP (General Education and/or Gateway). The final average for all survey questions collected early in Fall 2019 is a 4.217 on a five-point scale. After all surveys have been tabulated, the highest and lowest responses are below.

HIGHEST:

4.499 Assignments are connected to course goals – between “agree” & “strongly agree”.

LOWEST:

3.779 This class is incorporating my interests – between “moderate” & “a lot”.

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## Do you love rubrics?

As part of our QEP assessment process, we need faculty to review transparent assignments and syllabi using a standardized rubric. Please volunteer or recommend a colleague. We would like a diverse group so that faculty would not be reviewing their own academic areas. Funds have been set aside to compensate faculty. If you are interested, please send an email to [Molly.Duggan@LMU.net](mailto:Molly.Duggan@LMU.net).



*Thank you for reading our second newsletter. If there is something you would like added, please email [Molly.Duggan@LMU.net](mailto:Molly.Duggan@LMU.net).*