

**QEP Marketing Timeline for SACS-COC Preliminary Year & 5-Year QEP Plan
ROAD to Success: Revitalizing Orientation and Advisement Development**

Preliminary Year 2019-2020

| Coahoma Community College ROAD to Success: Revitalizing Orientation & Advisement Development Marketing Plan for QEP Pilot Year (2019-2020) | | |
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| TIMELINE | STRATEGY | ACTIONS |
| May 2019 | Professional Development Training for LLS 1311 Instructors to teach Pilot Course | 2-hour training sessions for three instructors to teach Fall 2019 LLS 1311 Pilot courses; Marketing the Orientation course |
| May 2019 | QEP Zoom Training for Faculty/Staff | Marketing the Professional Development for the ROAD to Success |
| May-August 2019 | Continuation of Updating the QEP Website | Tony Brooks and Marriel Hardy upload QEP documents like minutes, agendas, documents, etc. to market the progress of ROAD to success to student body and campus as well as community |
| August 2019 | PowerPoint and Presentation to Strategic Planning Team at the annual Fall Retreat | QEP Director presented and Updated PP to Strategic Planning Team for the progress of the QEP Team with curriculum changes, Orientation Pilot course revitalization, enhancements to the Advisement Protocol as of 2 years completed working on the QEP Plan |
| August 2019 | PowerPoint Presentation and QEP Website Review at Annual Fall 2019 Pre-Conference Assembly | QEP Director and Co-Director showed updated on progress of ROAD to Success: Revitalizing Orientation and Advisement Development to faculty/staff for marketing and comprehension |
| August 2019-October 2019 | QEP team member completed the ROAD logo for marketing and branding purposes | QEP Marketing committee completed orders for branding and marketing for upcoming ROAD Kickoff Rally |
| November 13, 2019 | QEP Team hosted the Official "ROAD to Success: Revitalizing Orientation & Advisement Development: with in an Assembly in The Pinnacle Still photos and videos was taken and uploaded to the QEP website to encourage students to visit to see themselves and remember the Topic Photos for news outlets and the QEP website | The QEP handed out free ROAD branding items like tote bags, fanny packs, pens, footballs, etc. at the Rally The CCC Marching Tiger Band performed, the cheerleaders led the crowd in cheers for the QEP Topic, and the CCC choir performing and dancing to theme song "Ease on Down the Road (to Success". Art Contest winners displayed their winning posters and received cash prizes of \$100, \$60 and \$40 and had their |

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| | <p>Cash prizes encouraged students to continue to be involved</p> <p>Administrative Support of QEP 5-Year Plan</p> | <p>photos taken with the artwork for news outlets and QEP website</p> <p>Dr. Rolonda Brown and Dr. Valmadge Towner addressed the crowd on the importance of what the QEP is, the process, and how it impacts students</p> |
| November - December 2019 | <p>QEP distributed more than 500 mousepads with QEP Logo to computer labs, offices, faculty and staff, and library facilities across campus, Health Sciences, and Workforce Development besides making gifts of them to local agencies supporting the college</p> | <p>QEP Team marketing the progress and the Log of the QEP Topic to campus and community.</p> |
| January 2020- August 2020 | <p>QEP Canvas Course for professional development for faculty/staff to train for Advisement, Orientation, and Early Alerts</p> <p>The course is ongoing for adjuncts as well who assist in advising</p> | <p>Training faculty/staff on the elements of the QEP ROAD to Success: Revitalizing Orientation and Advisement Development continues to market the QEP</p> |
| March 2020 March-August 2020 | <p>2 One-Hour Trainings in Zoom Virtual meetings were presented in March, videotaped and added to the QEP Canvas Course for convenient access</p> | <p>Faculty/Staff and adjuncts continue to receive training and the marketing of the QEP continues</p> |
| May-June 2020 | <p>Present and upcoming teachers of the enhanced LLS 1311 Orientation Course receiving training to teach the course</p> | <p>QEP Director trains LLS 1311 instructors on enhanced and revitalized course Continues to market the course as well as the QEP 5-year Plan</p> |
| May 2020 - June 2020 | <p>QEP ROAD to Success: Revitalizing Orientation and Advisement Development mousepads and basketballs delivered</p> | <p>Mousepads will be redistributed to all offices, labs, library on campus as well Health Sciences and Workforce Development. Off-campus Chambers of Commerce, Industrial Foundations, etc. Continued marketing</p> |
| May 2020 – June 2020 | <p>New ROAD to Success: Revitalizing Orientation and Advisement Development Advisement brochures, posters and flags are</p> | <p>Advisement colorful brochures with step-by-step Admissions/ Advisement/Registration Process will be distributed campus wide and to all incoming students, parents, and many distributed to doctors' offices, court house etc for marketing QEP</p> |

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| | | <p>Colorful posters will be placed on classroom doors, labs, common areas in the Union, tutorial labs, etc. Health Sciences and Workforce Development</p> <p>Large QEP Flags will be hung in Union, Library, Pinnacle, CTE, Health Sciences, Workforce Development, Administration Building and organized registrations</p> |
| May 2020 | Communications Department videotaped two guest facilitators and their 20-minute video presentations for LLS 1311 | <p>Community guests volunteer time and expertise for the LLS 1311 course. Some visited the actual classrooms last Fall 2019.</p> <p>Marketing the QEP to community</p> |
| June – August 2020 | QEP Director and Co-Director create PowerPoints and Zoom virtual meetings to promote QEP Topic to Community organizations | <p>PowerPoint presentations and Zoom or Google.Hangout meetings to Civic Organizations and Sororities and Fraternities</p> <p>Marketing the plan</p> |
| June 2020 | QEP Director and Co-Director presented updated timeline and progress for QEP to Board of Trustees | Marketing and timeline report of progress to monthly Board of Trustees meeting |

TABLE 5: (CONTINUED)

**QEP Marketing Timeline for SACS-COC 5-Year QEP Plan
ROAD to Success: Revitalizing Orientation and Advisement Development**

YEAR 1 of 5 July 2020-June 2021

| Coahoma Community College ROAD to Success: Revitalizing Orientation & Advisement Development Marketing Plan for QEP YEAR 1 (July 2020-June 2021) | | |
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| TIMELINE | STRATEGY | ACTIONS |
| July-August 2020 | Marketing and progress update to Board of Trustees | Review of the QEP Plan and report at monthly Board of Trustees meetings by QEP Director and Co-Director Review logo materials to be distributed to faculty, students, administration and the public for continued marketing |
| July-August 2020 | Marketing the QEP with posters, flags, brochures, and other giveaways with ROAD logo | QEP Team distributed giveaways and posters for QEP in all buildings on campus & businesses in 5-County District |
| July-August 2020 | Marketing the QEP with Virtual Programs and QEP website Budget/Marketing Efforts to order QEP Team polo shirts for onsite visit | QEP Director, Co-Director, and Marriel Hardy provided virtual programs to public as well as update website to announce upcoming SACS-COC onsite visit for September 2020 QEP Team |
| August 2020 | Stuff goodie bags with QEP Logo giveaways for registration and Student Services' Parent-Student Welcome to CCC Orientation Sessions Photos of goodie bags being stuffed to Media and News outlets | QEP Team assists Student Affairs with stuffing goodie bags to marketing and promote QEP Marketing the QEP and CCC to the public |
| August 2020 | PowerPoint Presentation at Fall 2020 Pre-Conference Assembly New Faculty receive training for Advising Protocol | QEP Director and Co-Director report on status of QEP in the past year and upcoming SACS-COC onsite visit to campus in September 2020 QEP Director and Co-Director at small breakout sessions at Pre-Conference. |

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| | QEP Team visits revitalized LLS 1311 Classrooms and welcomes students – Classroom giveaways and discussion | Review of training in Canvas QEP course and Zoom Training QEP Team Marketing purposes |
| September 2020 | Faculty receive updates on MyCCC updates/training Review/preparation for SACS-COC onsite visit Photos of preparations made available to media and news outlets Toss QEP Logo footballs to crowd at first home football game (optional depending on COVID 19 Pandemic procedures) | QEP Director & Co-Director, IT consultant QEP Team campus wide assembly Marketing QEP to the public Cheerleaders at request of QEP Team |
| October 2020 | QEP Budget meeting to review needs for marketing | Funds designated for continual marketing of QEP to campus and off-campus sites and the public |
| November 2020 | QEP Team visits 2 nd 8-week term of LLS 1311 classrooms to welcome students & discussion QEP Logo Basketballs tossed by cheerleaders at home basketball games | QEP Team Cheerleaders at request of QEP Team Marketing QEP |
| Nov-Dec. 2020 | QEP Website updated | Director, Co-Director, and website manager to update public on QEP progress |
| January 2021 | CCC Spring 2021 Pre-Conference | Director and Co-Director update faculty on progress of QEP in Advising and Orientation Updates on student persistence pertaining to QEP |
| January-April 2021 | QEP Team visits LLS 1311 classrooms, promotional materials, etc. Photo op Photo op of former LLS 1311 students (Fall 2020) for | QEP Team Former LLS 1311 students promoting the course on website and on campus |

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| | <p>prospective marketing as program ambassadors; Video taken of several classes for future use on website</p> <p>QEP freebies at sports events</p> <p>QEP Newsletter distributed to faculty/staff and uploaded on QEP website</p> | <p>Marketing QEP</p> <p>Marketing of QEP at Spring Basketball, Baseball and Softball games QEP Director and Co-Director, Media Personnel</p> |
| April 2021 | Budget Committee discusses marketing budget for 2021-2022 | QEP Budget Committee |
| April 2021 | <p>Budget Committee reviews QEP 5-Year Plan budget and discusses any needed changes or discussions</p> <p>Review of Year 1 of QEP Plan with discussions, strengths, weaknesses, etc.</p> | <p>QEP Team</p> <p>QEP Team</p> <p>Update reports to Divisional Deans, President, etc.</p> |
| April – May 2021 | Training updates for Instructors of LLS 1311 course and Advisement Protocol if necessary | Marketing the QEP on campus |
| May-June 2021- | Data collected for Advisement Protocol and LLS 1311 to provide analysis and opportunity for media outlets to show QEP progress | <p>Marketing CCC results of QEP Year 1</p> <p>Data collection team, QEP Director and Co-Director and Media team</p> |
| June 2021 | QEP Director analyzes first year of QEP and writes 1-page report for Year 1 for SACS-COC review | QEP Director and Co-Director |
| June 2021 | <p>Previous videos taken in LLS 1311 classrooms and video of Advisor-Advisee meetings will be edited as a short video to upload to QEP website</p> <p>Annual QEP updates released to media outlets in 5-county district</p> | <p>QEP Director, Co-Director and Media Personnel</p> <p>Marketing QEP on QEP website for campus and off-campus use</p> |

TABLE 5: (CONTINUED)

**QEP Marketing Timeline for SACS-COC 5-Year QEP Plan
ROAD to Success: Revitalizing Orientation and Advisement Development**

YEAR 2 of 5 July 2021-June 2022

| Coahoma Community College ROAD to Success: Revitalizing Orientation & Advisement Development Marketing Plan for QEP YEAR 2 (July 2021-June 2022) | | |
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| TIMELINE | STRATEGY | ACTIONS |
| July-August 2021 | Marketing and progress update to Board of Trustees | Review QEP Progress report at monthly Board of Trustees meetings by QEP Director and Co-Director Review logo materials to be distributed to faculty, students, administration and the public for continued marketing |
| July-August 2021 | Marketing the QEP with ROAD logo giveaways | QEP Team in 5-County District |
| July-August 2021 | Marketing the QEP with Virtual Programs and QEP website | QEP Director, Co-Director, and Marriel Hardy |
| August 2021 | Stuff goodie bags with QEP Logo giveaways for registration and Student Services' Parent-Student Welcome to CCC Orientation Sessions Photos of goodie bags being stuffed to Media and News outlets | QEP Team assists Student Affairs with stuffing goodie bags to marketing and promote QEP Marketing the QEP and CCC to the public |
| August 2021 | PowerPoint Presentation at Fall 2021 Pre-Conference Assembly New Faculty receive training for Advising Protocol Faculty receive schedules of future professional development training | QEP Director and Co-Director QEP Director and Co-Director at small breakout sessions at Pre-Conference. Review of training in Canvas QEP course and Zoom Training QEP Team |
| September - November 2021 | QEP Team visits revitalized LLS 1311 Classrooms in both 8-week terms – Classroom giveaways and discussion | QEP Team |

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| | <p>Photos of preparations made available to media and news outlets</p> <p>Toss QEP Logo footballs to crowd at first home football game (optional depending on COVID 19 Pandemic procedures)</p> | <p>Marketing QEP to the public</p> <p>Cheerleaders at request of QEP Team</p> |
| October 2021 | QEP Budget meeting to review needs for marketing | Funds designated for continual marketing of QEP to campus and off-campus sites and the public |
| November 2021 | <p>QEP Team visits 2nd 8-week term of LLS 1311 classrooms to welcome students & discussion</p> <p>QEP Logo Basketballs tossed by cheerleaders at home basketball games</p> | <p>QEP Team</p> <p>Cheerleaders at request of QEP Team</p> <p>Marketing QEP</p> |
| Nov-Dec. 2021 | QEP Website updated | Director, Co-Director, and website manager to update public on QEP progress |
| January 2022 | CCC Spring 2022 Pre-Conference | <p>Director and Co-Director update faculty on progress of QEP in Advising and Orientation</p> <p>Updates on student persistence pertaining to QEP</p> |
| January-April 2022 | <p>QEP Team visits LLS 1311 classrooms, promotional materials, etc. Photo op</p> <p>Photo op of former LLS 1311 students (Fall 2020) for prospective marketing as program ambassadors; Video taken of several classes for future use on website</p> <p>QEP freebies at sports events</p> | <p>QEP Team</p> <p>Former LLS 1311 students promoting the course on website and on campus</p> <p>Marketing QEP</p> <p>Marketing of QEP at Spring Basketball, Baseball and Softball games</p> |
| April 2022 | Budget Committee discusses marketing budget for Year 3 | QEP Budget Committee |
| April 2022 | <p>Budget Committee reviews QEP 5-Year Plan budget and discusses any needed changes or discussions</p> <p>Review of Year 2 of QEP Plan with discussions, strengths, weaknesses, etc.</p> | <p>QEP Team</p> <p>QEP Team</p> |

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| April – May 2022 | Training updates for Instructors of LLS 1311 course and Advisement Protocol if necessary | Marketing the QEP on campus |
| May-June 2022 | Data collection of QEP progress | Marketing CCC results of QEP Year 1 Data collection team, QEP Director and Co-Director and Media team |
| June 2022 | QEP Director and ATD Data collection analyzes year end report Report for QEP Year 2 is written and submitted to SACS-COC | QEP Director and Co-Director and Data Collection Team QEP Director and Co-Director |
| June 2022 | Previous videos taken in LLS 1311 classrooms and video of Advisor-Advisee meetings will be edited as a short video to upload to QEP website Annual QEP updates released to media outlets in 5-county district | QEP Director, Co-Director and Media Personnel Marketing QEP on QEP website for campus and off-campus use |

TABLE 5: (CONTINUED)

**QEP Marketing Timeline for SACS-COC 5-Year QEP Plan
ROAD to Success: Revitalizing Orientation and Advisement Development**

YEAR 3 of 5 July 2022-June 2023

| Coahoma Community College ROAD to Success: Revitalizing Orientation & Advisement Development Marketing Plan for QEP YEAR 3 (July 2022-June 2023) | | |
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| TIMELINE | STRATEGY | ACTIONS |
| July-August 2022 | <p>Preparing for giveaways at Fall registration and to general public</p> <p>Update QEP Website</p> | <p>QEP Team</p> <p>Co-Director and Media Personnel – new video uploaded to website displaying QEP focus on Advising and Orientation</p> <p>Marketing QEP on campus and off campus in 5-county district</p> |
| August 2022 | <p>Working with Student Services and Student Engagement and “Welcome Students” and student goodie bags</p> <p>Photo op of stuffing goodie bags for media outlets and QEP Website update</p> | <p>QEP Team and Student Services</p> <p>Media Personnel</p> |
| August 2022 | <p>PowerPoint Presentation at Fall 2020 Pre-Conference Assembly</p> <p>New Faculty receive training for Advising Protocol; photos of training uploaded to QEP website</p> <p>QEP Team visits revitalized LLS 1311 Classrooms;</p> <p>Possible visit from LLS 1311 student ambassadors;</p> <p>QEP video of student engagement shown in class and uploaded to Canvas course</p> | <p>QEP Director and Co-Director</p> <p>Marketing QEP on campus during Fall 2021 Pre-Conference</p> <p>Photo op to Market QEP on and off-campus</p> |

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| September- November 2022 | QEP Newsletter distributed to faculty/staff and uploaded on QEP website Tossing QEP Logo giveaways at sporting events | Director and Co-Director, media personnel Football stadium with photo ops; marketing QEP |
| November 2022 | QEP Team visits 2 nd 8-week term of LLS 1311 classrooms Student engagement videos of QEP on Canvas course QEP Logo Basketballs tossed by cheerleaders at home basketball games | QEP Team Cheerleaders at request of QEP Team Marketing QEP |
| Nov-Dec. 2022 | QEP Website updated | Co-Director, and website manager to update public on QEP progress |
| January 2023 | CCC Spring 2023 Pre-Conference QEP Professional Development Schedules announced and listed for Website; email reminders will be forthcoming | Director and Co-Director update faculty on progress of QEP in Advising and Orientation QEP Team |
| January-April 2023 | QEP Team, student ambassadors visit LLS 1311 classrooms for both 8-week terms. Photo op Photo op of current LLS 1311 students who could be featured on QEP Website QEP freebies at sports events | QEP Team Marketing QEP through use of current students Marketing of QEP at Spring Basketball, Baseball, and softball games |
| April 2023 | Budget discussions for marketing; additional marketing promos discussed | QEP Team, Budget Committee |
| April 2023 | Review of Year 3 of QEP Plan with discussions, strengths, weaknesses, etc. Updates suggested for new QEP members | QEP Team QEP Team, Divisional Deans, & President |
| May-June 2023 | Data Collection and analysis for QEP report | Data collection team, QEP Director and Co-Director |

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| | <p>Media report on progress of QEP Plan through year 3</p> <p>Professional Development Training continues; new schedules for Year 4 posted</p> | <p>Media team Marketing CCC results of QEP Year 3</p> <p>QEP Professional Development committee</p> |
| June 2023 | QEP Director analyzes data and writes Year 3 report for SACS-COC review | QEP Director and Co-Director |

TABLE 5: (CONTINUED)

**QEP Marketing Timeline for SACS-COC 5-Year QEP Plan
ROAD to Success: Revitalizing Orientation and Advisement Development**

YEAR 4 of 5 July 2023-June 2024

| Coahoma Community College ROAD to Success: Revitalizing Orientation & Advisement Development Marketing Plan for QEP YEAR 4 (July 2023-June 2024) | | |
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| TIMELINE | STRATEGY | ACTIONS |
| July-August 2023 | Update QEP Website – photos, documents, videos, etc. | Co-Director and Media personnel Co-Director and Media Personnel – new video uploaded to website displaying QEP focus on Advising and Orientation Marketing QEP on campus and off campus in 5-county district |
| August 2023 | Working with Student Services and Student Engagement and “Welcome Students” and student goodie bags Photo op of stuffing goodie bags for media outlets and QEP Website update | QEP Team and Student Services Media Personnel |
| August 2023 | QEP update at Fall 2023 Pre-Conference New Faculty receive training in MyCCC for Advisement Protocol | Director and Co-Director |
| September-November 2023 | QEP Newsletter distributed to faculty/staff and uploaded on QEP website Tossing QEP Logo giveaways at sporting events | Director and Co-Director, media personnel Football stadium with photo ops; marketing QEP |
| November 2023 | QEP Team visits 2 nd 8-week term of LLS 1311 classrooms Student engagement videos of QEP on Canvas course QEP Logo Basketballs tossed by cheerleaders at home basketball games | QEP Team Cheerleaders at request of QEP Team Marketing QEP |
| January 2024 | CCC Spring 2024 Pre-Conference | Director and Co-Director update faculty on progress of QEP in Advising and Orientation |

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| | QEP Professional Development Schedules posted on QEP website and distributed to faculty; Email reminders of professional development training dates from QEP Team will be sent | QEP Team |
| January-April 2024 | QEP Team, student ambassadors visit LLS 1311 classrooms for both 8-week terms. Photo op Photo op of current LLS 1311 students who could be featured on QEP Website QEP freebies at sports events | QEP Team, student ambassadors Marketing QEP through use of current students Marketing of QEP at Spring Basketball, Baseball, and softball games |
| April 2024 | Budget discussions for marketing; additional marketing promos discussed | QEP Team, Budget Committee |
| April 2024 | Review of Year 4 of QEP Plan with discussions, strengths, weaknesses, etc. Updates suggested for new QEP members | QEP Team QEP Team, Divisional Deans, & President |
| May-June 2024 | Data Collection and analysis for QEP report Media report on progress of QEP Plan through year 4 Professional Development Training continues; new schedules for Year 4 posted | Data collection team, QEP Director and Co-Director Media team QEP Professional Development committee |
| June 2024 | QEP Director analyzes data and writes Year 3 report for SACS-COC review | QEP Director and Co-Director |

TABLE 5: (CONTINUED)

**QEP Marketing Timeline for SACS-COC 5-Year QEP Plan
ROAD to Success: Revitalizing Orientation and Advisement Development**

YEAR 5 of 5 July 2022-June 2023

| Coahoma Community College ROAD to Success: Revitalizing Orientation & Advisement Development Marketing Plan for QEP YEAR 5 (July 2024-June 2025) | | |
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| TIMELINE | STRATEGY | ACTIONS |
| July-August 2024 | Update QEP Website Video encouraging one more year of striving to achieve the QEP goals – 3-5 minutes; new and previous videos | QEP Co-Director, media personnel QEP Team, media personnel |
| August 2024 | Working with Student Services and Student Engagement and “Welcome Students” and student goodie bags | QEP Team and Student Services |
| August 2024 | Final Year QEP Video shown at Fall 2024 Pre-Conference New Faculty receive training for Advising Protocol; photos of training uploaded to QEP website | QEP Director and Co-Director Marketing QEP on campus during Fall 2021 Pre-Conference Photo op to Market QEP on and off-campus |
| September-November 2024 | QEP Newsletter distributed to faculty/staff and uploaded on QEP website QEP Team, student ambassadors visit LLS 1311 Classrooms; QEP video of student engagement shown in class; photo op for website updates Tossing QEP Logo giveaways at sporting events | Director and Co-Director, media personnel QEP Team, media personnel Football stadium with photo ops; marketing QEP |
| November 2024 | QEP Logo Basketballs tossed by cheerleaders at home basketball games | Cheerleaders at request of QEP Team Marketing QEP |
| January 2025 | CCC Spring 2025 Pre-Conference – update on QEP | Director and Co-Director |

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| | QEP Professional Development Schedules announced, posted on website, and email reminders | |
| January-April 2025 | QEP Team, student ambassadors visit LLS 1311 classrooms for both 8-week terms. Photo op QEP freebies at sports events | QEP Team Marketing of QEP at Spring Basketball, Baseball, and softball games |
| April 2025 | Review of Year 5 of QEP Plan with discussions, strengths, weaknesses, etc. | QEP Team |
| May-June 2025 | Data Collection and analysis for QEP report 5-year report; 10 pages for overview of progress for 5-years of QEP plan | Data collection team, QEP Director and Co-Director |
| June 2025 | QEP Director analyzes data and writes Year 5-year QEP plan report, 10 pages and submits to SACS-COC | QEP Director and Co-Director |

Professional Development 5-Year Plan

The Professional Development Committee of the QEP is charged with realizing the training involved for following the Advisement Plan and training the instructors who teach the LLS 1311 Orientation and Student Success course. All professional development is facilitated by CCC personnel to defray budget costs and also to allow faculty to have easy access to trainers.

TABLE 6: PROFESSIONAL DEVELOPMENT 5-YEAR PLAN

ROAD to Success: Revitalizing Orientation and Advisement Development

| PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE PRELIMINARY YEAR – July 2019-June 2020 | | | | |
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| Activity | Initiative | Month | Year | Leadership |
| Best Practices for LLS 1311 instructors | Once a semester, a discussion of best practices will be discussed to help instructors progress in teaching the LLS 1311 course | October | 2019 | QEP Director, Co-Director, two instructors |
| Professional Development Training for Instructors for the revitalized LLS 1311 Orientation & Student Success Course | Face-to-face training for five (3) instructors teaching LLS 1311; (2) two-hour sessions in Canvas | May | 2019 | QEP Director, Instructors |
| Professional Development Training for Advisement, Orientation, and Early Alerts (virtually) | Ongoing training in Canvas QEP Course (4 modules of training with quizzes) | January -June | 2020- | QEP Director, Co-Director, IT Consultant, and Enrollment Manager |
| Professional Development Training for Advisement, Orientation, and Early Alerts | Zoom Virtual training (2) one-hour sessions with instructors | March- | 2020 | QEP Director, Co-Director, IT Consultant, and Enrollment Manager |

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| Professional Development Training for Advisement, Orientation, and Early Alerts (virtually) | Virtual training for advisors in Canvas QEP Course/Zoom recorded sessions | March-June | 2020 | |
| Professional Development Training for LLS 1311 course and new instructors | Face-to-face training and virtual training for five (5) instructors teaching LLS 1311; (2) two-hour sessions in Canvas | May | 2020 | QEP Director, instructors |

TABLE 6: 2020-2021 YEAR ONE

ROAD to Success: Revitalizing Orientation and Advisement Development

| PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE YEAR ONE – July 2020-June 2021 | | | | |
|---|--|-------------------------|--------------------------|--|
| Activity | Initiative | Month | Year | Leadership |
| Professional Development Training for Advisement, Orientation, and Early Alerts (virtually) | Ongoing training in Canvas QEP Course (4 modules of training with quizzes)/Zoom Updates to system training will be provided throughout the year as needed | July- June | 2020- 2021 | Canvas/Zoom |
| Best Practices for LLS 1311 instructors | At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course | October | 2020 | QEP Director, Co-Director, Divisional Deans (optional), and instructors |
| Best Practices for Advisement (Fall 2020-Spring 2021) Divisional Deans will select advisors each semester from their areas A total of 10 a year | Five advisors per semester from 3 divisions selected to submit 1-2 best practices in brief narrative OR recorded video. Results posted through email, newsletter, and QEP Website | Dec. Jan. May | 2020 2021 2021 | QEP Director, Co-Director, Media personnel, Divisional deans, and 10 instructors |
| Professional Development Training for LLS 1311 course and new instructors | Face-to-face training and virtual training for new instructors teaching LLS 1311; (2) two-hour sessions in Canvas | May- June | 2021 | QEP Director, instructors |
| Best Practices for LLS 1311 instructors | At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course | March | 2021 | QEP Director, Co-Director, Divisional Deans (optional), and instructors |

TABLE 6: 2021-2022 YEAR TWO

ROAD to Success: Revitalizing Orientation and Advisement Development

| PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE YEAR TWO – July 2021- June 2022 | | | | |
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| Activity | Initiative | Month | Year | Leadership |
| Professional Development Training for Advisement, Orientation, and Early Alerts (virtually) | Ongoing training in Canvas QEP Course (4 modules of training with quizzes)/Zoom Updates to system training will be provided throughout the year as needed | July- June | 2021- 2022 | Canvas/Zoom |
| Best Practices for LLS 1311 instructors | At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course | October | 2021 | QEP Director, Co-Director, Divisional Deans (optional), and instructors |
| Best Practices for Advisement (Fall 2021-Spring 2022) Divisional Deans will select advisors each semester from their areas A total of 10 a year | Five advisors per semester from 3 divisions selected to submit 1-2 best practices in brief narrative OR recorded video. Results posted through email, newsletter, and QEP Website | Dec. January May | 2021 2022 2022 | QEP Director, Co-Director, Media personnel, Divisional deans, and 10 instructors |
| Professional Development Training for LLS 1311 course and new instructors | Face-to-face training and virtual training for new instructors teaching LLS 1311; (2) two-hour sessions in Canvas | May- June | 2022 | QEP Director, instructors |
| Best Practices for LLS 1311 instructors | At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course | March | 2022 | QEP Director, Co-Director, Divisional Deans (optional), and instructors |

TABLE 6: 2022-2023 YEAR THREE

ROAD to Success: Revitalizing Orientation and Advisement Development

| PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE YEAR THREE – July 2022- June 2023 | | | | |
|---|---|----------------------------------|--------------------------|--|
| Activity | Initiative | Month | Year | Leadership |
| Professional Development Training for Advisement, Orientation, and Early Alerts (virtually) | Ongoing training in Canvas QEP Course (4 modules of training with quizzes)/Zoom Updates to system training will be provided throughout the year as needed | July- June | 2022- 2023 | Canvas/Zoom |
| Best Practices for LLS 1311 instructors | At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course | October | 2022 | QEP Director, Co-Director, Divisional Deans (optional), and instructors |
| Best Practices for Advisement (Fall 2022-Spring 2023) Divisional Deans will select advisors each semester from their areas A total of 10 a year | Five advisors per semester (Fall 2022/Spring 2023) from 3 divisions selected to submit 1-2 best practices in brief narrative OR recorded video. Results posted through email, newsletter, and QEP Website | Dec. - January May | 2022 2023 2023 | QEP Director, Co-Director, Media personnel, Divisional deans, and 10 instructors |
| Professional Development Training for LLS 1311 course and new instructors | Face-to-face training and virtual training for new instructors teaching LLS 1311; (2) two-hour sessions in Canvas | May- June | 2021 | QEP Director, instructors |
| Best Practices for LLS 1311 instructors | At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course | March | 2021 | QEP Director, Co-Director, Divisional Deans (optional), and instructors |

TABLE 6: 2020-2021 YEAR FOUR

ROAD to Success: Revitalizing Orientation and Advisement Development

| PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE YEAR FOUR – July 2023- June 2024 | | | | |
|---|--|----------------------------|--------------------------|--|
| Activity | Initiative | Month | Year | Leadership |
| Professional Development Training for Advisement, Orientation, and Early Alerts (virtually) | Ongoing training in Canvas QEP Course (4 modules of training with quizzes)/Zoom Updates to system training will be provided throughout the year as needed | July- June | 2023- 2024 | Canvas/Zoom |
| Best Practices for LLS 1311 instructors | At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course | October | 2023 | QEP Director, Co-Director, Divisional Deans (optional), and instructors |
| Best Practices for Advisement (Fall 2023-Spring 2024) Divisional Deans will select advisors each semester from their areas A total of 10 a year | Five advisors per semester from 3 divisions selected to submit 1-2 best practices in brief narrative OR recorded video. Results posted through email, newsletter, and QEP Website | Dec. January May | 2023 2024 2024 | QEP Director, Co-Director, Media personnel, Divisional deans, and 10 instructors |
| Professional Development Training for LLS 1311 course and new instructors | Face-to-face training and virtual training for new instructors teaching LLS 1311; (2) two-hour sessions in Canvas | May- June | 2024 | QEP Director, instructors |
| Best Practices for LLS 1311 instructors | At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course | March | 2024 | QEP Director, Co-Director, Divisional Deans (optional), and instructors |

TABLE 6: 2024-2025 YEAR FIVE

ROAD to Success: Revitalizing Orientation and Advisement Development

| PROFESSIONAL DEVELOPMENT TRAINING & BEST PRACTICES TIMELINE YEAR FIVE – July 2024- June 2025 | | | | |
|---|---|-------------------|--------------|--|
| Activity | Initiative | Month | Year | Leadership |
| Professional Development Training for Advisement, Orientation, and Early Alerts (virtually) | Ongoing training in Canvas QEP Course (4 modules of training with quizzes)/Zoom | July-March | 2024-2025 | Canvas/Zoom |
| Instructors evaluate training and results | Evaluations will be included in 5-Year Report | | | Canvas -- instructors |
| Best Practices for LLS 1311 instructors | At least once per semester, a discussion of best practices discussing strengths and successes in LLS 1311 course | October March | 2024 2025 | QEP Director, Co-Director, Divisional Deans (optional), and instructors |
| Best Practices for Advisement (Fall 2024-Spring 2025) | Five advisors per semester from 3 divisions selected to submit 1-2 best practices in brief narrative OR recorded video. Results posted through email, newsletter, and QEP Website | October- April | 2024 2025 | QEP Director, Co-Director, Media personnel, Divisional deans, and 10 instructors |
| Advisor Evaluations for the QEP Plan | Evaluations will include feedback from advisors on Best Practices. To be included in 5-year QEP Plan report | April | 2025 | |
| Best Practices for LLS 1311 instructors | Best Practices discussion on strengths of course | March | 2025 | QEP Director, Co-Director, Divisional Deans (optional), and instructors |
| Instructor Evals -- Canvas | Eval results will be included in the QEP 5-Year Plan report | May | 2025 | |