- For Departments Participating in the QEP -

QEP Timeline for Preparation for the SACS On-Site Visit

The following timeline should be used to make sure that your instructors and students are well educated about the QEP and critical thinking in general prior to the SACS On-Site Team visit April 6 through 8.

1. Make sure that your faculty members have been told about your department’s participation in the QEP, *Critical Thinking*.
2. Even though they may have read the *QEP Digest* (http://www.ncat.edu/~gcsts/DigestofQEP.pdf), faculty members should read the QEP located at http://www.ncat.edu/~childs/QEP.pdf by the end of February.
3. Each faculty member should read the small booklet being distributed entitled, *The Miniature Guide to Critical Thinking*. We are ordering more, so let Vincent Childress know how many more copies you need.

**February**

4. Invite Vincent Childress to your next department faculty meeting to help you educate your faculty members about the QEP much in the same way you were educated about it in our meeting on January 22. At this meeting, Vincent Childress will provide pencils, bookmarks, and a master CD to the chair to distribute among the faculty.

The CD will include:
- PowerPoint presentation for use by faculty members to explain the QEP to students in all department classes
- Three-page Digest of the QEP for use by faculty to familiarize themselves with the QEP
- Printable grayscale 8½ x 11 QEP poster for use on bulletin boards and as handouts
- Two critical thinking activity ideas for use in classes
- QEP screen saver for use on department computers and at the beginning of PowerPoint presentations
- QEP newsletter

Pencils and bookmarks should be distributed to students.

5. Begin to identify those courses in which your department believes that critical thinking should be integrated.
6. Teach a short lesson that focuses on critical thinking within the context of the major/profession/department curriculum.

**March**

7. Invite Vincent Childress to various classes, if desired, to help explain the QEP and answer students’ questions.
8. Teach a short lesson that focuses on critical thinking within the context of the major/profession/department curriculum.
9. If your department is one of those four departments scheduled to begin the QEP next school year, go ahead and begin to meet as a department to conceptualize critical thinking activities that you may end up implementing next year in the identified classes. You may even begin to specify the type of evidence that you will want students to keep in their electronic portfolios. You will get professional development on how to do this starting this summer and running through the fall, but you can begin to conceptualize some things now.
10. If your department is not one of those scheduled to implement first, you still may wish to begin some conceptualization meetings within your department.

**April**

11. Be sure that you and your faculty and students are available from April 6 through 8, with the most likely day of investigation into the QEP being April 7. The SACS On-Site team will want to interview some of them.