

January 12, 2012

Dear Colleagues:

I am writing on behalf of the Quality Enhancement Plan (QEP) Topic Selection Committee to invite you to submit a white paper about an innovative QEP topic that, if selected, will foster extraordinary student success at Florida State College at Jacksonville. A five-year collegewide project, the QEP involves a carefully designed plan to address a well-defined and focused topic or issue related to enhancing student learning. Integral to accomplishing the College's mission, the QEP should be impactful for a broad group of students. Manageable and data-based, the QEP ultimately represents an opportunity to contribute to the lifelong success of students.

A series of surveys and focus groups conducted in Fall 2011 revealed the following four topics to be of greatest interest and concern to the College community:

- Reading and Writing Skills
- Technology Skills Needed for Success in College and the Workplace
- Critical Thinking Skills
- Quantitative Reasoning/Mathematics Skills

You are cordially invited to write a white paper in which you discuss the importance of one of the aforementioned topics. Any College employee (faculty, administrative/professional, or career) is eligible to submit a white paper, and collaborations among employees are encouraged.

In the paper, please identify the most compelling topic, the targeted student population(s), and the potential impact of the topic on the College's mission and goals, as well as strategies to address the topic. Below is additional information about the white paper:

**Deadline:** Thursday, January 26, 2012

**Submission Requirements:** Please use the following file naming convention for your paper: QEP White Paper, followed by your last name, as in "QEPWhitePaperJones." Please save the paper as a rich text file, and submit it as an attachment via email to the Office of Institutional Effectiveness and Accreditation at [OIEA@fscj.edu](mailto:OIEA@fscj.edu).

**Length:** The white paper should contain a maximum of 750 words, typed, double-spaced with one-inch margins and ten-to-twelve point font.

**Title Page:** Please choose a creative and engaging title for your paper. Please do not include your name on the title page or elsewhere in the document, thus allowing for an anonymous review of it.

**Reading Audience:** Please write the white paper for a reading audience of faculty, administrators, professionals, and career employees.

**Content:**

- **Selected Topic:** Identify the topic (one of the four mentioned above).
- **Identification of the Problem:** State why this topic is problematic for student learning at the College and the reason(s) that the topic is compelling to the College and its students.
- **Identification of Student Population(s):** Identify the student population(s) that will be the focus of the proposed QEP topic.
- **College Mission and Goals:** State the impact of the topic on relevant portion(s) of the College mission and/or goals.
- **Potential Strategies:** Briefly describe one or more strategies or remedies to address the identified student learning topic.

**Research:** The use of research in your white paper is optional. If you include research, please cite your sources according to a standard documentation style, such as the Modern Language Association or the American Psychological Association. Please limit the bibliography of outside sources to one single-spaced page.

**Next Steps:** In late January, the QEP Topic Selection Committee will review the white papers for the effectiveness of the case presented about a potential QEP topic. The committee chair will then share copies of the most compelling papers with the Cabinet, which, upon considering collegewide input, will make the final decision regarding the QEP topic. *Please note: Submitted white papers will be considered part of the College's intellectual property. The College, therefore, reserves the right to quote and paraphrase from the white papers, with appropriate attributions, in its Quality Enhancement Plan and related institutional documents.*

Please direct questions about the white paper process to the Office of Institutional Effectiveness and Accreditation at [OIEA@fscj.edu](mailto:OIEA@fscj.edu). You can also find out more information about the QEP timeline and process at <http://www.fscj.edu/district/institutional-effectiveness/qep/index.php>.

Thank you very much for your interest in writing a white paper about the College's next QEP topic. Together, we will select a topic that positively influences student learning at Florida State College at Jacksonville.

With professional regards,

Dr. Lynne Crosby