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**APPENDIX I  
REFERENCES**

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**APPENDIX II**  
**DEVELOPMENTAL, GATEWAY, AND UNIVERSITY ORIENTATION**  
**COURSES FOR QEP**

(KSU Catalogue, 2007-2008)

**Developmental English**

**ENG 088: Reading** **3**

Required for students scoring 15 and below on the Enhanced ACT Reading Composite. Three hours of classroom instruction plus individualized instruction to increase the student's general reading comprehension. (Does not count toward any degree requirements)

**ENG 089: Basic Writing I** **3**

Placement by Enhanced ACT English composite of 15 and below. This course emphasizes the development of unified, coherent, and accurately edited paragraphs. (Does not count toward any degree requirements)

**ENG 099: Basic Writing II** **3**

Prerequisite: ENG 089 or initial placement with an Enhanced English ACT Composite of 16-18. Designated to eliminate PCC deficiency in English. Emphasizes developing multi-paragraph essays. (Does not count toward any degree requirements)

**ENG 103: College Reading** **3**

Prerequisite: ENG 088 or initial placement with an Enhanced ACT Reading Composite of 16-18. Follows ENG 088 Reading. Designed to develop critical reading skills needed to comprehend University materials.

(Note: ENG 103 is a credit-bearing course that is developmental but is not considered "remedial")

**Developmental Mathematics**

**MAT 095: Fundamentals of Mathematics** **3**

Required of all students whose placement data do not warrant enrollment in MAT 099 or above. Arithmetic and properties of real numbers, ratio and proportion, introduction to statistics and algebra. (Does not count toward any degree requirements.)

**MAT 097: Intermediate Level Algebra** 3

Prerequisite: MAT 095 or appropriate score on placement test. Linear equations and inequalities, systems of linear equations, polynomials and polynomial functions, quadratic equations, rational expressions, radicals, and rational exponents. (Does not count toward any degree requirements.)

**Gateway English**

**ENG 101: English Composition I** 3

Prerequisite: ENG 099, ENG 103, or ACT subscore of 19 on English and Reading. Practice in composing and revising essays that are well organized, coherent, and demonstrate command of English fundamentals.

**ENG 102: English Composition II** 3

Prerequisite: ENG 101. Continuation of English 101, with several weeks devoted to the preparation of a research paper.

**Gateway Mathematics**

**MAT 111: Contemporary Mathematics** 3

Prerequisite: MAT 095 with a grade of C or higher, appropriate scores on ACT, SAT, or mathematics placement test. This course develops problem-solving and mathematical skills through a sequence of applied topics. Topics include mathematical finance, probability and statistics, growth models for a variety of situations, and geometry.

**MAT 115: College Algebra** 3

Prerequisite: MAT 097 with a grade of C or higher or appropriate scores on ACT, SAT, or placement test. This course develops the algebraic skills necessary for further studies in mathematics. Topics include the algebra of functions; graphing techniques; quantitative and qualitative analysis of polynomial, rational, exponential and logarithmic functions, including limits at infinity and infinite limits; and appropriate applications.

**Gateway Science**

**BIO 101: Life Science** 3

A general study of biological concepts of living organisms. Emphasis is placed on cellular physiology, genetics, ecology, and evolution. (Two hours of lecture, two hours of laboratory per week.)

**CHE 109: Chemistry in Context** 3

An overview of some of the basic concepts and principles of chemistry using a guided inquiry approach incorporating hand-on chemistry activities related to real life

applications, environmental, health, and social issues. (Two hours of lecture and two hours of laboratory per week.)

**University Orientation**

**UNV 101: University Orientation**

**3**

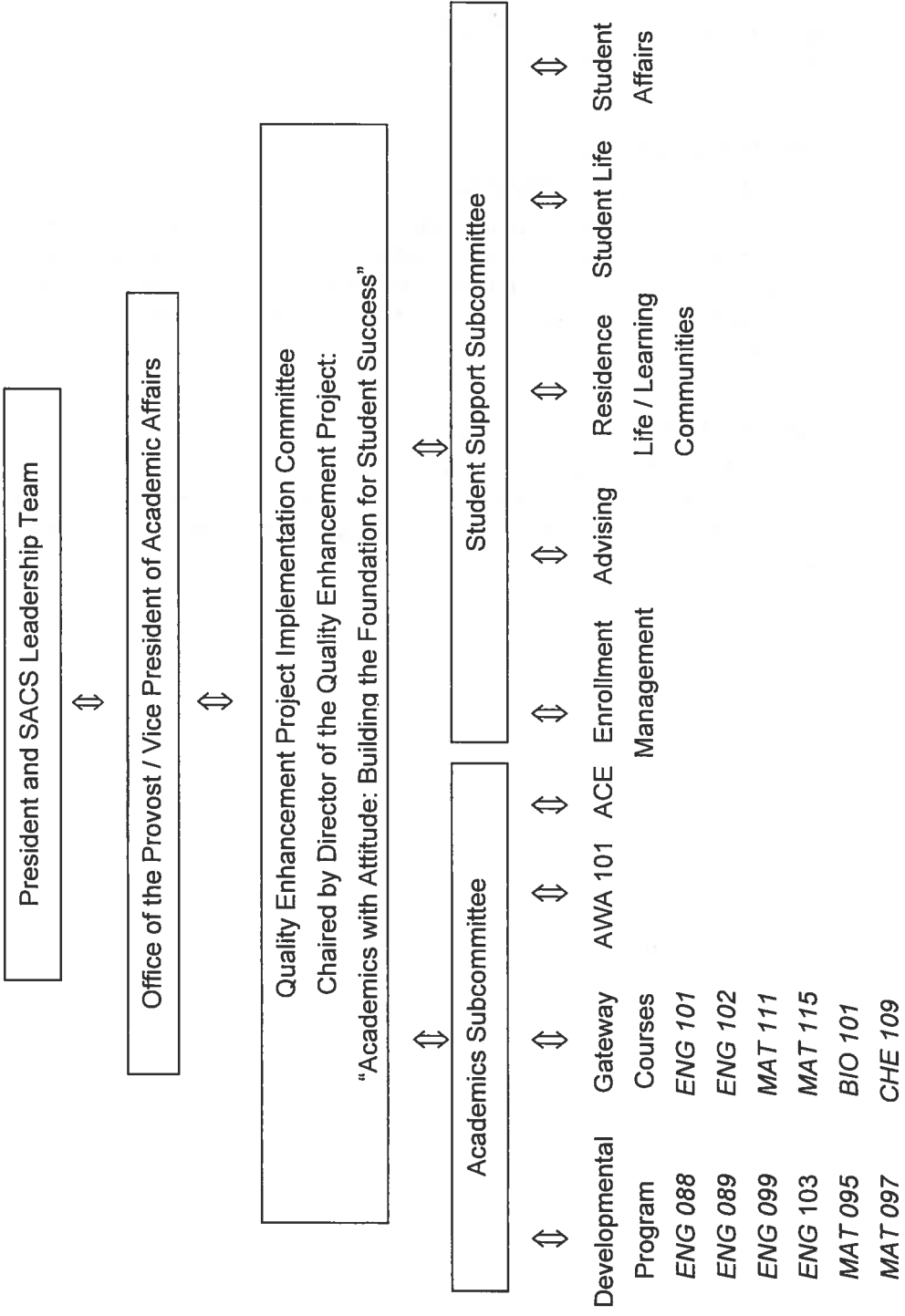
This course is designed to help students make a smooth transition (academic and social) to University life. The mechanics of the academic process, the resources and facilities available to them, and the environment in which they can develop new friendships and enjoy new experiences are addressed; a service learning component is required.

**MUS 103: Freshman Orientation in Music**

**3**

Required of all music majors. This course is designed to facilitate the transition to University life and provide the necessary academic and social foundation for students to successfully complete their pre-professional experiences. Course taken in lieu of UNV 101

**APPENDIX III  
STRUCTURE FOR IMPLEMENTING THE QEP**





APPENDIX IV

**SUMMARY ACTION PLAN FOR 2008-2009 PILOT PROJECT OF THE KSU QEP "ACADEMICS WITH ATTITUDE:  
BUILDING THE FOUNDATION FOR STUDENT SUCCESS"**

Action	Goal	Responsible Party	Beginning Date	Completion Date
Develop QEP Pilot Concept	Approval of Pilot	QEP Committee	April, 2008	May 13, 2008
Assignment of coordinator; Create Pilot Implementation Committee	Governing structure for Pilot	QEP Committee / Office of Provost	May, 2008	May 15, 2008
Select faculty and academic support personnel; define responsibilities of personnel; describe student cohort criteria	Designed Outline for Pilot Project	Pilot coordinator Office of the Provost	June 2, 2008	June 15, 2008
Develop Budget	Identification of Financial Resources	QEP Committee / Pilot coordinator	May, 2008	May 31, 2008
Identify and hire administrative assistant	Secretarial help	Pilot coordinator	June 2-5, 2008	June 5, 2008
Create program description for students and parents and letter of application ("acceptance packet")	Promotion of QEP Pilot	Pilot coordinator	June, 2008	June 30, 2008
Acceptance postcard returned				July 1, 2008

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Pre-orientation work: Define integrated curriculum; develop e-portfolio guidelines; develop syllabi; train faculty	Developed course content	Pilot coordinator and assigned faculty	June 2 – July 7, 2008 June 16 – July 18	July 31, 2008
Train professional staff: ACE, Residence Life, FYE, Health	Prepared staff	Pilot coordinator, Director of ACE	July, 2008	August 6-8, 2008
Train students: SIs, RAs, Tutors				
Pre-Registration / Summer Orientation work: Identify QEP cohorts and control group cohort; residence hall placement of QEP cohorts	Establish student cohorts	Pilot coordinator in collaboration with Registrar and Office of Residence Life	July 7, 2008 (1 <sup>st</sup> group) July 21, 2008 (2 <sup>nd</sup> group)	July, 2008
CSI given; CSI referrals Team assignments completed	Complete first round of CSI	UNV 101 instructors Pilot coordinator	Orientation Week, August 10-17, 2008	August 18, 2008
Classes Begin	NA	NA	August 17, 2008	NA
Academic team meeting; intervention	Address and resolve student problems	Academic team members; appropriate support personnel	September 9 2008	September 12, 2008
Midterm Exams	NA	Faculty	October 6, 2008	October 10, 2008
Academic team meetings; assessment of midterm grades of QEP students	Identification of student academic problems	Academic team members	October 13, 2008	October 17, 2008

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Interventions	Address and resolve student academic problems	Academic team members; appropriate support personnel	October 13, 2008	October 31, 2008
Pre-registration	NA	Academic advisor (UNV 101 instructor)	November 3, 2008	November 28, 2008
E-portfolio assessment	Integrated learning	UNV 101 instructor; academic team	November, 2008	End of November, 2008
Final Exam Week	Comparison with 1 <sup>st</sup> CSI assessment	UNV 101 instructors	December 6, 2008	December 12, 2008
Post-Final Assessments	Measuring Pilot Success			
Individual students	Measuring student success	Academic team members	December 15, 2008	December 16, 2008
Program	Make recommendations for improvements	Pilot coordinator and QEP Committee	December 17, 2008	December 17, 2008
Confirmation of student course placement	Proper placement of students in second semester classes	Pilot coordinator, QEP Committee, and Registrar	January 7, 2009	January 8, 2009
QEP Reorientation (all students)	Maintain positive student attitudes	Pilot coordinator	January 8, 2009	January 8, 2009
Classes Begin	NA	NA	January 12, 2009	NA
Academic team meeting; interventions	Address and resolve student problems	Academic team members; appropriate support personnel	February 2, 2009	February 9, 2009
Midterm Exams	NA	Faculty	February 28, 2009	March 6, 2009
Academic team meeting; assessment of midterm grades of QEP students	Identification of student academic problems	Academic team members	March 17, 2009	March 22, 2009

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Interventions	Address and resolve student academic problems	Academic team members; appropriate support personnel	March 17, 2009	April 6, 2009
Pre-registration	NA	Academic advisor (UNV 101 instructor)	April 6, 2009	May 1, 2009
CAAP exam	Establish baseline scores for QEP and control student cohorts for Educational Goals 4-5	Collaboration between Pilot coordinator, Director of IR and Director of PTC	April 25, 2009	May 1, 2009
Final Exams		Faculty	May 2, 2009	May 8, 2009
Post-Final Assessments	Measuring Pilot Success			
Individual students	Measuring student success	Academic team members	May 11, 2009	May 13, 2009
Program	Make recommendations for improvements	Pilot coordinator and QEP Committee	May 14, 2009	May 14, 2009
Confirmation of student course placement	Proper placement of students in next academic term classes	Director of QEP, Implementation Committee, and Registrar	Orientation Week, August, 2009	End of Orientation Week, August, 2009

APPENDIX V

SUMMARY OF THE ASSESSMENT PROCESS FOR THE KSU QEP "ACADEMICS WITH ATTITUDE: BUILDING THE FOUNDATION FOR STUDENT SUCCESS"

Assessment Measure / Data Source	Direct (D) or Indirect (I) Measure	Cycle	Administered by	Evaluator(s)	Responsible for Actions Taken	Educational Goal & Learning Outcome
CSI / student auto-biographies	D, I	Twice in semester: orientation week, end of semester	AWA 101 instructor	Faculty Team	AWA 101 instructor; referred support unit	G 1: 1.1B, 1.1C
		AWA Project assessment at end of semester		AWA Project assessment by Implementation Committee	QEP Director and Implementation Committee	
CAAP	D	Yearly End of freshman year; repeated end of sophomore year	QEP Director coordinated with Placement and Testing Center	QEP Director and Implementation Committee	QEP Director and Implementation Committee	G 2: 2.1A, 2.1B, 2.1C G 3: 3.1A, 3.1B, 3.1C, 3.1D
NSSE	I	Yearly End of freshman year	Institutional Research (IR) and PTC	Director IR, QEP Director, and Implementation Committee	QEP Director and Implementation Committee	G 1: 1.1A, 1.2B
				Faculty Team	Faculty Team	G 1: 1.1C G 2: 1.1C

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					AWA Project assessment by Implementation Committee	QEP Director and Implementation Committee	
Attendance (class, support services)	D	Semester	Course faculty, Staff of support service	Course faculty	Course faculty	Course faculty	G 1: 1.2A, 1.2B, 1.2D, 1.3A, 1.3B
Assignment submissions	D	Semester	Course faculty	Course faculty	Course faculty	Course faculty	G 1: 1.2C
Course Evaluations	I	Semester	Placement and Testing Center	QEP Director and Implementation Committee	QEP Director and Implementation Committee	QEP Director and Implementation Committee	G 1: 1.1A, 1.2A
Support unit surveys	I	Semester	Director, support unit	Director, Support unit	Director, Support unit	Director, Support unit	G 1: 1.2D, 1.3A, 1.3B
					AWA Project assessment by Implementation Committee		

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Exit exams ENG, MAT	D	Semester	Department	Departmental faculty teams	QEP Director, Implementation Committee, and dept. chair	G 2: 2.1A, 2.1B, 2.1C  G 3: 3.1A, 3.1B, 3.1C, 3.1D
				AWA Project assessment by Implementation Committee		
Reading surveys/ indices	D	Semester	Developmental English faculty	Developmental English faculty	QEP Director, Implementation Committee, and Director of Dev. Education	G 2: 2.1A
				AWA Project assessment by Implementation Committee		
Liberal Studies Core Committee Learning Outcomes Assessment Student Grades	D	Yearly End of academic year	Liberal Studies Core Committee (LSCC)	Evaluation Team from LSCC	QEP Director, Implementation Committee, and Director of LSCC	G 3: 3.1A, 3.1B, 3.1C
				QEP Director and Implementation Committee		
	I	Midterm and end of semester	Registrar	QEP Director and Implementation Committee	QEP Director and Implementation Committee	G 2: 2.1A, 2.1B, 2.1C  G 3: 3.1A, 3.1B, 3.1C, 3.1D

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Retention, freshman through sophomore year	I	Yearly	Office of Enrollment Management (OEM)	OEM and QEP Director and Implementation Committee	QEP Director and Implementation Committee and VP Enrollment Management	<p><b>G 1:</b> 1.2D, 1.3A, 1.3B</p> <p><b>G 2:</b> 2.1A, 2.1B, 2.1C</p> <p><b>G 3:</b> 3.1A, 3.1B, 3.1C, 3.1D</p>
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APPENDIX VI

QEP PILOT PROJECT BUDGET Summer 2009						
SUMMARY COSTS						
PROGRAM COST						\$ 345,364
PER PARTICIPANT COST (120 Students):						\$ 2,878
PERSONNEL						
POSITION	Number of Person(s)	Pay Rate Per Month	% of Time on Project	Term of Employment	28% Benefits	Salaries
Program Coordinator	1	12 weeks @ \$1,000w 6/1/09 – 8/15/09; 05/16/10 - 5/31/10	100%	3 months	NA	\$ 12,000
UNV 101 Faculty	4	2 classes each during summer term	100%	7 week summer term		\$ 14,400
ENG 088, 089 Faculty	8	2 classes each during summer term	100%	7 week summer term	\$14245	\$50,872
Living/Learning Coordinator (temp)	1	20 hrs./week, for 7 weeks (stipend)		7 weeks	NA	\$ 3,500
Resident Assistants	3	Room (\$840) and \$100/month stipend.		8 weeks	NA	\$ 3,720
Tutorial Supervisor (temp)	1	5 hrs./day, 4 days/week @ \$25/hour		8 weeks	NA	\$ 4,000
Part-time (temp) Instructional Counselors	4	5 hrs./day, 4 days/week @ \$25/hour, 7 weeks	100%	8 weeks	NA	\$ 14,000
Tutors	8	\$8.00/hr, 20/hrs. week, 7 weeks		8 weeks	NA	\$ 8,960
Student Life Evening Programmer	1	2 hrs./week, for 7 weeks (stipend)		7 weeks	NA	\$ 350
SUB-TOTALS						\$111,802
<b>TOTAL PERSONNEL</b>						<b>\$126,047</b>
PROFESSIONAL DEVELOPMENT						

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Instructional Development/Orientation Workshop		
Stipends for 16 participants @ \$100 each		\$1,600
Lunch for 25 participants @\$15.00 each		\$ 375
Guest Speaker		\$1,000
<b>TOTAL</b>		<b>\$ 2,975</b>
<b>OFFICE SUPPLIES</b>		
A)	Supplies: Paper, binders, calendars, file folders, pens, paper clips	\$1,000.00
B)	Copying/Printing/Postage	\$1,000.00
<b>TOTAL SUPPLIES</b>		<b>\$2,000.00</b>
<b>SOCIAL AND CULTURAL EVENTS</b>		
<i>social and cultural enrichment activities such as the KSU Farm and Louisville Museum of Science or Speed Art Museum. Suggested dates: 6/27/09 and 7/18/09.</i>		
<b>KSU Farm Day</b>		
Transportation:		
	KSU Bus @ \$1.50/mile for 40 miles	\$ 180.00
	(47 passenger bus) \$60 X 3 busses = \$180	\$ 360.00
	3 Drivers @ \$15.00 hr. for 8 hours	
	(\$120 X 3 = \$360)	
	Lunch:	\$ 1,260.00
	126 @ \$10.00	
	(Chaperons included)	\$ 500.00
	DJ	
	<b>SUBTOTAL</b>	<b>\$2,300.00</b>
<b>Louisville Trip</b>		
Transportation		
	KSU Bus @ \$1.50/mile for 104 miles	\$ 468.00
	(47 passenger bus) \$156 X 3 busses = \$468	
	3 Drivers @ \$15.00 hr. for 8 hours	\$ 360.00
	(\$120 X 3 = \$360)	
	Lunch:	\$1,260.00
	126 @ \$10.00	
	(Chaperons included)	
	Admission to cultural events:	\$2,520.00
	126 @ \$20.00 = \$2,520.00	<b>\$4,608.00</b>
<b>TOTAL for Student Travel</b>		<b>\$6,908</b>
<b>OTHER</b>		

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A)	Books (\$300 per student)	\$36,000
B)	Room (\$15/day for 7 weeks for 120 students)	\$88,200
C)	Board (\$14/day for 7 weeks for 120 students)	\$82,320
D)	CSI: 120 online forms @ \$7.25 + 5% handling fee	\$ 914
<b>TOTAL</b>		<b>\$ 207,434</b>

In 2010 the AWA summer program will be fully underway. The number of students will increase to 240, and the cost for the summer program will be **\$682,973**.

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APPENDIX VII

QEP PROJECT BUDGET Academic Year 2009 - 2010						
SUMMARY COSTS						
PROGRAM COST						\$ 164,182
PER PARTICIPANT COST (120 Students):						\$ 1,368
PERSONNEL						
POSITION	Number of Person(s)	Pay Rate Per Month	% of Time on QEP	Number of Months Employed	28% Benefits	Salaries
Faculty for MAT 095/097 ENG 103 ENG 099	6	Paid through existing University funds	100%	9		
Living/Learning Coordinator	1	20 hrs./week, for 32 weeks \$25/hr.	100%	8	NA	\$16,000
Resident Assistants	3	Fall 09 and spring 10 semesters (includes room and \$100 m. stipend.		8		\$ 9,702 \$ 2,400
Full-time 9mth. Instructional Counselors	2 (1 math 1 English)	37.5 hours/week \$30,500/year ea.		9	\$17,080	\$61,000
Tutors	8 for fall and spring	\$8.00/hr 32 weeks	20/hrs. wk	8		\$40,960
SUB-TOTALS					\$17,080	\$130,062
TOTAL PERSONNEL						\$147,142
PROFESSIONAL DEVELOPMENT				ITEMIZED COST		

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Curriculum Development Workshop		
Fall Institute Speaker		\$1,000
Spring Institute Speaker		\$1,000
Curriculum Development Workshop		
Stipends for 15 participants @ \$100 each		\$ 1,500
Lunch for 15 participants @\$12.00 each		\$ 180
Faculty/Staff Program Personnel Orientation (Lunch for 30 @ \$12.00 each)		\$ 360
Other Professional Development Workshops and Conferences		\$13,000
<b>TOTAL</b>		<b>\$ 17,040</b>
<b>OFFICE SUPPLIES</b>		
	<i>Under Developmental Education Coordinator Budget</i>	

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APPENDIX VIII

QEP PROJECT BUDGET Academic Year 2009 - 2014						
SUMMARY COSTS						
PROGRAM COST						\$ 315,324
PER PARTICIPANT COST (240 Students):						\$ 1,317
PERSONNEL						
POSITION	Number of Person(s)	Pay Rate Per Month	% of Time on QEP	Number of Months Employed	28% Benefits	Salaries
Faculty for MAT 095/097 ENG 103 ENG 099	12	Paid through University funds	100%	9		
Living/Learning Coordinator	1	20 hrs./week, for 32 weeks \$25/hr.	100%	8	NA	\$16,000
Resident Assistants	6	Fall and spring semesters (includes room and \$100/ mo. stipend.		8		\$ 19,404 \$ 4,800
Full-time 9mth. Instructional Counselors	4 (2 math 2 English)	37.5 hours/week \$30,500/year ea.		9	\$34,160	\$122,000
Tutors	16 for fall and spring	\$8.00/hr 32 weeks	20/hrs. wk	8		\$81,920
SUB-TOTALS					\$34,160	\$244,124
TOTAL PERSONNEL						\$278,284
PROFESSIONAL DEVELOPMENT				ITEMIZED COST		
Curriculum Development Workshop Fall Institute Speaker Spring Institute Speaker						\$1,000 \$1,000
Curriculum Development Workshop Stipends for 15 participants @ \$100 each Lunch for 15 participants @\$12.00 each						\$ 1,500 \$ 180
Faculty/Staff Program Personnel Orientation (Lunch for 30 @ \$12.00 each)						\$ 360
Other Professional Development Workshops and Conferences						\$33,000
TOTAL						\$ 37,040

<b>OFFICE SUPPLIES</b>	
<i>Under Developmental Education Coordinator Budget</i>	

**APPENDIX IX  
COMMITTEE MEMBERSHIP**

**QEP Committee**

- Dr. Mark Shale, Chairperson  
Professor of Liberal Studies  
Whitney M. Young School of Honors and Liberal Studies
- Dr. Peter Smith, Editor, QEP  
Professor (English), Division of Literature, Languages, and Philosophy
- Dr. Roosevelt Shelton  
Professor (Music) / Assistant Vice President for Enrollment Management
- Dr. Betty Olinger  
Associate Professor / Chairperson, School of Nursing
- Dr. Karan Kaul  
Professor (Biology), Division of Mathematics and Sciences
- Dr. Barry Johnson  
Associate Professor (Music), Division of Fine Arts
- Dr. Betty Fritz-Cook  
Associate Professor, Division of Literature, Languages, and Philosophy  
Coordinator, University Orientation
- Ms. Sue Stamper  
Director, Academic Center for Excellence
- Ms. Verlee Wilson  
Director, Academic Advising
- Ms. Sandy Trammell  
Instructor (English), Division of Literature, Languages, and Philosophy
- Ms. Sue Foege  
Assistant Professor (Mathematics), Division of Mathematics and Sciences
- Ms. Leslie Thomas  
Director, Student Life
- Ms. Elisabeth Martin (Fall 2008 - Spring 2009)  
Student



Ms. Aris Hall (Spring - Summer 2008)

Student Life

Ms. Ciara Pierce (Spring - Summer 2008)

Student

Ms. Nash Cox

Community Member, Frankfort, former Director of the Kentucky Arts Council

Mr. John Martin

MFA (Music) / Registrar

**QEP Selection Committee**

Dr. Mark Shale, Chairperson

Professor of Liberal Studies, Whitney M. Young School of Honors and Liberal Studies

Dr. Fariba-Bigdeli Jahed

Professor / Chairperson, Division of Mathematics and Sciences

Ms. Sandy Trammell

Instructor (English), Division of Literature, Languages, and Philosophy

Dr. Barry Johnson

Associate Professor (Music), Division of Fine Arts

Dr. Cynthia Shelton

Assistant Professor, School of Public Administration

Ms. Sheila Stuckey

Associate Professor / Director of Libraries

Ms. Sue Stamper

Director, Enhancement and Retention Program / Academic Center for Excellence

Ms Joyce Owens

Land Grant

Ms. Leslie Thomas

Director, Student Life

Ms. Aris Hall

Student

Ms. Shapelle Lily

Student

