QEP Topic Selection Timetable

<table>
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<tr>
<th>Step</th>
<th>Jan. Dates</th>
<th>Details</th>
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| Step 1 | Jan. 3 – 5 | 1. Design QEP Brochure  
2. Develop QEP PowerPoint Presentation  
3. Design QEP Website |
| Step 2 | Jan. 8-12 | QEP Facilitator Workshop Training |
| Step 3 | Jan. 16-19 | Faculty/Staff Meeting  
Focus Group  
Launch QEP Website |
| Step 4 | Jan. 22-26  
Jan. 29 – Feb 2 | Team members meet with classes |
| Step 5 | Feb. 5-9  
Feb. 12 -16 | Identify themes and select six topics |
| Step 6 | Feb. 19-23  
Feb. 26-March 2 | Solicit comments on QEP Shortlist |
| Step 7 | March 5-9  
March 12 -16 | Topic selection |
| Step 8 | March 26 – 30 | Seek SACS feedback on selected QEP Topic |
| Step 9 | March 26-30 | QEP Leadership Team in place. Proceed with QEP document development. |