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PURPOSE

The purpose of this procedure is to outline the responsibilities and membership of the Quality Enhancement Plan (QEP) Committee as a standing committee of the Technical College of the Lowcountry.

PROCEDURE

1. The purpose of the Quality Enhancement Plan (QEP) Committee is to manage a comprehensive approach to the approved Quality Enhancement Plan of the college, in accordance with the requirements set forth by the Commission on Colleges of the Southern Association of Colleges and Schools to enhance quality outcomes and improve student learning.

   The responsibility of the QEP Committee is to advance the activities of the QEP, recommend strategies that increase the effectiveness of the College in enhancing the learning of students and promote continuous quality improvement. Also, the premise
of the QEP is that student learning is affected by the total learning environment, and this environment can be enhanced by everyone at the College.

2. The membership of the committee will consist of
   a. Director of Planning and Research
   b. Vice President for Academic Affairs
   c. Vice President for Student Affairs
   d. Three Student Affairs representatives recommended by the Vice President for Student Affairs
   e. Vice President for Administrative Services
   f. One representative from the Business Office recommended by the Vice President for Administrative Services
   g. Each academic division dean
   h. Two faculty members from each academic division recommended by the Vice President for Academic Affairs
   i. One additional faculty member recommended by the Vice President for Academic Affairs
   j. The Chairperson of the College Curriculum Committee
   k. The Director of Grants
   l. A representative from the TCL-Hampton Campus recommended by the President
   m. A representative from the New River Campus recommended by the President
   n. One student representative recommended by the Vice President for Student Affairs
   o. Vice President for Continuing Education and Institutional Advancement
   p. One representative from Continuing Education and Institutional Advancement recommended by the Vice President for Continuing Education and Institutional Advancement
   q. The College President will serve as an ex officio member of this committee

3. The term of the membership will be for 3 years, with initial terms variable to allow for staggering. One-third of the appointed committee members rotate off each year.

4. The chairperson(s) will be appointed on an annual basis by the president based on the recommendations provided by the current committee members.
5. The Committee chair(s) will be responsible for the development of the QEP budget, management of the QEP process, effective use of resources, development of the annual Institutional Effectiveness Report and other reports as required, and preservation of historical documentation on the QEP. The chairperson(s) will each receive the equivalent of one course release time per semester to effectively chair the committee and manage the process.