

Quality Enhancement Review: Self-Study Questions and Binder Considerations

Units are asked to provide thorough, analytical answers to each of the Quality Enhancement Review Self-Study Questions. These answers along with the outlined tables and additional information serve as the foundation for the work of the external reviewer, the Graduate Policy Committee, the Undergraduate Policy Committee, the academic dean and the Office of Provost. The following considerations are provided to guide units as they answer questions and prepare binders containing the self-study.

Tables:

The Office of Institutional Research provides nine tables as part of the Quality Enhancement Review process. Throughout the self-study questions, responding units are asked to either provide additional information or to analyze the data presented in the tables. The specific content of each table is summarized with the related questions. Tables 8 and 9 are in the appendices and do not require analysis by the unit. The Graduate Policy Committee utilizes these data as part of their review process.

Data presented in the tables comes from the databases Florida State University utilizes to officially report to entities such as the Board of Governors, the federal government and other external entities. In order to ensure consistency, data utilized in the QER process is drawn from finalized data. As a result, some data included in the tables may be a term or two behind the current term. If units would like to comment on developments in recent terms that are not included in the data tables, they are free to do so.

If the unit believes that there are errors in the data, it should contact James Hunt, Director of Institutional Research (jhunt@fsu.edu) or Lynn Hogan (lhogan@fsu.edu). Do not modify data presented in the report.

The dates that tables will be available are indicated in the *QER Data Availability Timeline* section of this manual. Units are encouraged to begin addressing questions that do not rely on a table during the initial self-study preparation phases.

Panama City Campuses:

Units that have programs at the Panama City, Florida or the Panama City, Panama campus must include those programs when answering the self-study questions. The unit has discretion as to whether to include the branch campus programs in an overarching response to a question or whether to address the branch campus in a separate part of the response. Regardless of the approach, it must be clear that branch campus programs and data are part of the analysis.

Binder Preparation:

When preparing the printed binders for the QER, units should utilize the **Bolded** question headers as the text for tabs separating the various questions. Details regarding the number of printed reports to produce and distribution of electronic copies are found in the *Due Dates and Deadlines* section of this manual.

Units do not need to purchase binders for the Self-Study Report. They should contact Lynn Hogan (lhogan@fsu.edu) to make arrangements to pick up recycled binders.

Questions regarding Self-Study Questions and Binder Preparation should be directed to Lynn Hogan (lhogan@fsu.edu).