

Quality Initiative Project (QIP) Public Affairs Assessment Process Flowchart

Office of Assessment - www.missouristate.edu/assessment/QIP

Provost invites faculty and co-curricular staff to participate in the QIP process.

Faculty and co-curricular staff review the QIP rubric and decide whether or not to participate.

If YES, faculty/staff complete an [Intent to Participate Form](#) identifying the assignment(s) to be used in the QIP.

Office of Assessment sends an email reminder to participants two weeks and again two days prior to the assignment due date indicated on the [Intent to Participate Form](#).

Faculty and co-curricular staff collect student work as usual.

Office of Assessment collects student work from faculty/staff on pre-arranged date/time/location (preferably prior to grading).



Office of Assessment returns student work to faculty/staff one (1) business day following pick-up.

Reviewers use QIP public affairs rubric to evaluate student work in the summer.

Office of Assessment reports aggregate data to Assessment Council then to Faculty Senate.

Faculty Senate makes recommendations to improve public affairs integration in curricular and co-curricular programs if needed and shares recommendations with campus.

Key:

- Office of Assessment tasks = 
- Faculty/co-curricular staff tasks = 
- Others' tasks = 