

# Level UP Committee Description

**Purpose:** The Level UP Committee is an independent standing committee of the University responsible for administration of Morehead State University's 2021-2026 Quality Enhancement Plan (QEP), Level UP: Experience Your Future. The Committee will remain active for the 5 year life of the QEP.

**Membership:** As the QEP is an institutional effort, the membership of the Level UP Committee represents a cross section of all constituencies on Campus.

- Co-directors: one faculty and one staff (appointed by the Provost)
- Director of Center for Career Development and Experiential Education
- Two student representatives\* (appointed by SGA)
- Six faculty representatives\*\* (one from each college and two at-large appointed by Faculty Senate)
- Department Chair/Associate Dean representative (appointed by the Provost)
- College Dean representative (appointed by the Provost)
- QEP Proposal representatives (After a 2 year term, these positions will be removed. The original proposers are eligible to serve in other positions, but have only one vote.)
- Staff Congress representative (appointed by Staff Congress)
- Director of Assessment
- Advisory Members (non-voting)
  - Coordinator of Undergraduate Research
  - Coordinator of Education Abroad
  - Coordinator of Service Learning
  - Coordinator of Internships
  - Registrar
  - Community representative
  - Representative from the Office of Communication and Marketing
  - Representative from the Office of Institutional Research
  - Representative from the Office of Retention and Academic Advising
  - Representative from the Office of Information Technology
  - Representative from the Office of Career Services

\*Student members must have experience in one of the four HIPs, and will serve one year terms.

\*\*Faculty members must have experience in one of the High Impact Practices (HIPs) - Undergraduate Research, Education Abroad, Service Learning or Internships. Preferably, the combined faculty will represent experience in all four HIPs. Faculty members will serve two year terms which are staggered. (The initial terms for three of the faculty members will be one year to enable staggering.) Faculty may serve successive terms. It is highly desirable that at least one of the faculty representatives be a member of Faculty Senate.

**Duties and Responsibilities:**

- To annually review and approve the requirements for Level UP course section designation.
- To annually review and approve the requirements for student Distinction.
- To approve courses and/or co-curricular experiences for inclusion in the Level UP program each semester.
- To determine continuous improvement plans for the Level UP program based on annual assessment results.
- To facilitate faculty development and training opportunities associated with the Level UP program.
- To manage communication and marketing for Level UP.
- To award faculty grants in support of the Level UP program.
- To oversee the Level UP budget.
- To manage reporting and communications related to Level UP.

**Officers:**

- QEP Co-Directors: The two Co-Directors (one faculty and one staff) are the primary administrators of the QEP. Their duties include ensuring a smooth launch of the program, supervising the Level UP Committee, conducting annual continuous improvement planning, and reporting on the program's progress through annual reports and regular campus communications. The Co-Directors also report Distinctions to the Office of the Registrar twice per year so students may be recognized for their accomplishments. At the conclusion of the five year program, they will manage production of the Final Impact Report required by SACSCOC. These positions report directly to the Provost.
- Director of Assessment: The Director will oversee the collection of student and program assessment data for Level UP and will be responsible for analyzing that data and reporting results to the Committee. In addition, the Director is responsible for hiring and supervising Assessment Evaluators to assess the final STAR method reflections students submit at the end of their Level UP experience.
- Director of the Center for Career Development and Experiential Education: The Director will ensure that the improvements to Level UP requirements, faculty training opportunities, outreach efforts and pertinent data collection requested by the Committee are implemented through the Center.

**Frequency of Meetings:** Monthly during the Fall and Spring semesters with additional meetings as necessary.

**Reporting Channels:** Recommendatory to the Provost.

**Minutes & Proposals Copied to:** The Provost, Faculty Senate, Dean's, Chair's, Staff Congress, Student Government Association, and the University Archives in the Library.

**Support Services:** Center for Career Development and Experiential Education.