**TO**: Brent Henze, QEP Assessment Committee

**FROM**: Julia Warren

**DATE**: 12/10/2018

**SUBJECT**: Final QEP Outcomes Report Ready for Review

The aforementioned report is ready for your review both in PDF and Word format, attached.

You will find the report has been contained to its 10-page limit, including the figures and tables. Additionally, I have generated a simple title page and table of contents. The table of contents contains directions to the sections, subsections, and the subsections of the subsections. Additionally, it contains the page numbers for all tables and figures in the document.

The right margin throughout the document was widened so that the size 11 text is easier to read without fatigue. Additionally, the large margin ensures that the document is readable while on a screen.

In order to incorporate some East Carolina University style, the section headings are formatted in the University’s standard purple. Additionally, the header row of each table is filled with purple. The University accent gray is sprinkled throughout the report, in tables and headings. The appendix table was revised such that the accent color is the University gray for readability.

The figures were revised subtly for legibility; they were stretched to capacity and rearranged so that the data is the forefront of each chart. Finally, the University purple and gold were incorporated into each figure for more consistent branding.

If you find you need to revise the report in any manner, the “Styles” in Microsoft Word will help you to do so in a manner that is consistent with the rest of the document.

Thank you for the opportunity to edit this document.