# AQIP Steering Committee – September 16, 2011
## Third AY12 Meeting

**Communication Plan:**
> On agenda for September 21 Faculty Senate
> Others in planning phase

**QIP Process**
> Review draft today

**Action Projects on Assessment:**
> Review AP Declaration for this project today

**Future Meetings:**

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| September 23 | UC Board Room |
| October 28 | UC Board Room |
| November 4 | UC Board Room |
| November 18 | UC Board Room |
| December 2 | UC Mississippi Room |
| December 9 | UC Board Room |

As an outcome of the recent Strategy Forum attended by a team from Southeast and in response to the recent Systems Appraisal, the AQIP Steering Committee (ASC) is proposing a new Action Project that focuses on improving the planning and assessment processes at Southeast.  Southeast has in place an effective planning process.  This Action project will emphasize "closing the loop" on these processes including the assessment and reporting components.  Below is an outline of the proposed Acton Project.

## Assessment Development and Planning Team – ADAPT

**Project:**

The ASC will establish an Action Project team that will develop a system for strengthening the assessment component of planning processes and completing the Plan Do Check Act (PDCA) cycle.  The Action Project will be a year-long project that will produce a plan for developing the process.  The implementation of the plan may be a three-year project and could be considered as a subsequent Action Project

**Charge:**

Develop a process to document how we operationalize the strategic plan mission, vision, and objectives and report the results to the public in a systematic cyclic manner.  Develop a process for cyclic campus-wide assessment of planning processes.   Make recommendations to the President and Executive Staff on initial measures and processes to initiate the Action Project

**Timeline:**

- Charge Completed                                                    - September 1, 2011
- Committee formed and operational                        - September 30, 2011
- Committee gathers input from university community   - Oct. 1 - Nov. 30, 2011
- First draft disseminated to university community        - February 1, 2012
- Second draft disseminated to university community    - March 15, 2012
- Final version disseminated to university community     - May 1, 2012
- Implementation                                                        - September 1, 2012

The ASC will be updated periodically thru this timeline with meetings and reports.  This committee will work with and get input from the President periodically during the process.

**Membership:**

- Director of Assessment
- Director of Institutional Research
- Executive Staff (1)
- Faculty Senate (1)
- Faculty at Large (1)
- Chairs Forum (1)
- Deans Council Representative (1)
- Professional Staff Representative (1)
- Clerical Technical Staff Representative (1)
- Student government (1)

Every division needs to be represented within the above membership.

Faculty Senate will nominate 2 Faculty Senators for the Faculty Senate position and 2 faculty for the Faculty at Large position.  Chairs Forum, Deans Council, Professional Staff, Clerical Technical Staff and Student Government will each nominate 2 individuals for their respective positions.  The President will choose from these the nominees that will serve on the committee.

***The Action Project Commitment Declaration***
*AQIP institutions complete their actual Action Project Commitment Declarations in the Action Project Directory on AQIP's website, but the web form follows the structure below. We've provided brief explanations of what each item requires in italics, after the item.*

Institution: Southeast Missouri State University

Planned project kickoff date: (default is the date of the project declaration, but you can enter a different date): September 15, 2011

Target project completion date: (the date you plan to complete the project):  August 31, 2012

Actual project completion date: (default is the date you retire the project, but you can specify a different date)

A. Give this Action Project a short title in 10 words or fewer.
   *Use a descriptive name containing nouns and verbs that will enable people searching for projects that interest them to find yours.*
   Assessment Development and Planning Team

B. Describe this Action Project's goal in 100 words or fewer.
   *You don't need to explain how you are going to accomplish the project's goals, but the clearer and more explicit the purposes are to you, the more likely you are to mount a successful project.*
   The AQIP Steering Committee will establish an Action Project team that will develop a system for strengthening the assessment component of planning processes and completing the Plan Do Check Act (PDCA) cycle.  The Action Project will be a year-long project that will produce a plan for developing the process.  The team will develop a process to document how we operationalize the strategic plan mission, vision, and objectives and report the results to the public in a systematic cyclic manner.  It will develop a process for cyclic campus-wide assessment planning.   It will make recommendations to the President and Executive Staff on initial measures and processes to initiate the Action Project.

C. Identify the single AQIP Category that this Action Project will most affect or impact.
   *Identifying the primary AQIP Category will allow colleagues from other institutions who are searching for projects that interest them to find yours. Making clear which of the nine AQIP Categories is most related to the goals of your project will help you and others with similar interests to communicate.*
   Category 8, Planning Continuous Improvement

D. Describe briefly your institution's reasons for taking on this Action Project now — why the project and its goals are high among your current priorities.
   The planning process on the campus is considered effective but the institution recognizes that in many cases the loop isn't closed and that the Plan Do Check Act cycle isn't complete.  This Action Project will help the campus create a plan to identify, develop or enhance assessment of the functions in all divisions at the institution.  The project will also lead to a stronger process for completing the cycle and closing of the PDCA loop.  The effective implementation of the project will ultimately lead to a more consistent and effective planning and assessment process.  This outcome meets the perceived needs of the institution.  It also helps the campus respond to many of the opportunities identified in the recent systems appraisal.

E. List the organizational areas — institutional departments, programs, divisions, or units — most affected by or involved in this Action Project.

*List the academic units, departments, or organizational areas that will be directly or indirectly affected by the project, or whose needs may influence the way the project is conceived.*
This project involves all divisions and units on campus and will be driven by the AQIP Steering Committee.

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve.
*Some key processes have commonly used names (hiring, personnel evaluation, course preparation, program design, budgeting, planning, etc.) while others may require unique designations and descriptions.*
The focus is on the integration of assessment into the planning process on campus

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion).
*If you plan for this project to last longer than one year, identify the goals you hope to reach at one or more interim phases as you work on the project. Establishing "mileposts" that mark progress toward your ultimate goal is equally useful for projects of shorter duration as well, but not required. These interim goals or mileposts should be objective measures or indicators that "stretch" or challenge your capacities and thereby build and extend your institution's skills in tackling and solving problems.*
It is anticipated that it will take one academic year to establish the committee, identify current and new planning or assessment process, and develop a plan that will be implemented subsequent to the completion of this Action project.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.
*Your Action Projects are important, and deserve a central place in your institution's attention. Explain how you plan to keep everyone focused on what you are working to achieve.*
The Action project team will be reporting back to the AQIP Steering committee periodically throughout the Action Project timeline. Success will be indicated by the development of a workable implementable plan.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.
*Process measures tell you whether you are making progress toward accomplishing the project's goals, and serve as "leading indicators" or predictors of a successful project. Outcomes measures tell you whether the project has actually accomplished the goals or purposes that led you to undertake it, measuring whether it was successful when completed.*
The outcome is the development of the workable implementable plan as described above. The progress of development of the plan will be reported by the Action project team to the AQIP Steering committee periodically throughout the timeline of the Action project.

J. Other information (e.g., publicity, sponsor or champion, external partners, etc.)
This project was developed through input from our recent Strategy Forum as well the AQIP Steering Committee which represents faculty, staff, students, admiration and Divisions across campus. The project is currently being highlighted and described at various meetings and events on campus including Deans Council, Administrative Council, Academic Council, Faculty Senate and the President's annual State of the University address among others.

K. Project Leader and contact person (First Name, Middle Initial, Last name, Title, Email, Telephone)
David A Starrett, yada, yada

Do You Have a Project You'd Like to Initiate?
Make it a $Q^2$!

Definition of a $Q^2$ Project: A $Q^2$ Project is an institutional quality improvement project. Like an AQIP Action Project, a $Q^2$ Project both focuses and highlights an institution's efforts in undertaking specific improvement initiatives that enhance the quality of services provided to customers/stakeholders while providing benefits to the institution. However, a $Q^2$ Project is a smaller project that may take place at an institutional or departmental level and may be proposed by any university community member including students. A $Q^2$ typically takes a shorter amount of time to complete than an Action Project and could potentially provide benefits to the entire university, if expanded.

Examples of potential academic and nonacademic $Q^2$ projects:
- Assigning/defining credit hours under new federal guidelines (current $Q^2$)
- Anticipating online-course growth and needs (current $Q^2$)

**(select the best examples to use from the following online Action Project samples, including nonacademic samples):**
- **Aligning Part-time Personnel Practices with those of Full-time Employees**
- **Next Generation Services for Next Generation Students**
- **Identify, develop, and implement new employee orientation materials and processes**
- **Part-Time Faculty Professional Development Program**
- **Review and Evaluation of Academic Advising Practices**
- **Offender Online Learning**
- **Improve interdepartmental collaboration**
- **Increase the graduation rate for traditional freshman students**
- **Identifying and Embedding "Green Skills" Training (in curriculum or in offices)**
- **Alumni Outcomes Initiative**
- **Library Services Quality Improvement**

Why propose a $Q^2$?
- To complete a needed project
- To exercise leadership in University service
- To publicize your efforts and results across campus
- To access the guidance of the AQIP Steering Committee
- **(any monetary incentives?)**

1. The *$Q^2$ Project Proposal* must include these elements:
   - Problem/opportunity statement and goal statement that includes "PDCA": Plan, Do, Check, Act.
   - Description of the project scope and constraints
   - Identification of important stakeholders

- Project process and measurements
- Team membership: you must have a commitment to this project from all team members from all divisions involved.
- Preliminary timetable for the project

2. Submit your proposal to the AQIP Steering Committee Chair for approval.
3. Upon signed approval of the proposal, the team will be will be assigned an AQIP Steering Committee liaison and may affirm readiness to begin the project.
4. Upon completion of the project, submit your written report to the AQIP Steering Committee Chair. The report should answer the following 5 questions from the AQIP Project Guide:

*#1. Describe the past year's accomplishments and the current status of this Project.*
*#2. Describe how the institution involved people in work on this Project.*
*#3. Describe your planned next steps for this Project.*
*#4. Describe any "effective practice(s)" that resulted from your work on this Project.*
*#5. What challenges, if any, are you still facing in regards to this Project?*

Considerations for the success of your new $Q^2$ Project proposal:
- Are your reasons for undertaking this $Q^2$ Project clear?
- Are the goals and scope of the proposed $Q^2$ Project clear? Are you undertaking the solution to one problem rather than several?
- Is successfully achieving its goals beneficial for the institution overall? How will this proposed $Q^2$ Project stretch and increase the institution's capacity to tackle and solve other challenges and projects?
- Which specific groups of people will the $Q^2$ Project benefit?
- What do you see as the urgency or benefit of undertaking it now?
- Have you clearly identified measures or indicators that will tell it whether it has achieved its goals in completing the project?
- Is your timetable for this project appropriate? If the project extends longer than a semester, are there clear milestones along the way that will enable the AQIP Steering Committee to measure reasonable progress or the lack of it?
- Have you chosen the right people and the appropriate number of people to work on this project?
- Have you identified the human and physical resources that you will need?