AQIP Action Project Commitment Form

Project Details

        Title: Advancing Our Culture of Collaboration for Student Success
        Category: Category 6

Timeline

        Planned Project Kickoff: April 3, 2015
        Target Completion: October 30, 2017

1. **Briefly describe the project in less than 100 words. Be sure to identify the key organizational areas (department, programs, divisions, units, etc.) and key organizational process that this action project will affect, change, and/or improve:**

   The college seeks to further integrate continuous quality improvement (CQI) into our culture with a review of the manner in which our social structures work collaboratively for the timely implementation of effective student success initiatives. Anecdotal evidence indicates our social structures could function more effectively if we adopted a formal process to guide conversations and collaboration between employees as they discuss and review data to develop, implement, and evaluate initiatives for improving student success.

   Specifically, this project would begin with the exploration and selection of a model approach/process such as Appreciative Inquiry. Once a model has been selected, we would then use it to advance two college-wide initiatives: 1) implementation of a new shared governance committee handbook, and 2) implementation of an honors program. In addition, we would use the model to develop our application for the HLC's Persistence and Completion Academy.

2. **Describe your institution's reasons for initiating this action project now and for how long it should take to complete it. Why are this project and its goals high among your institution's current priorities? Also, explain how this project related to any strategic initiatives or challenges described in the institution's recent or soon-to-be submitted systems portfolio.**

   "Social structures" refer to the formal or informal organization of people and the relationships among them, making up the college as a whole. In order to achieve a high level of CQI, the college's social structures must function in a highly effective manner.

   Social structures are critical in the data-informed decision-making culture of higher education. In our recent Systems Appraisal Feedback Report, we received comments related to our use of data. At the Strategy Forum, our discussions revealed that we have or have access to the data we need to make data-informed decisions, but the functioning of our social structures sometimes gets in the way of using this data to promote student success initiatives. Consequently, we selected an action

project that will help us advance our culture of collaboration and lead to better use of data at the college.

We anticipate that it will take a few months to explore and dialogue about a model approach/process. We would anticipate using the approach/process to complete the application for the Persistence and Completion Academy for submission in November 2015. The same approach would be used throughout the 2015-2016 academic year to implement the shared governance handbook and launch the honors program.

3. **List the project goals, milestones, and deliverables along with corresponding metrics, due dates, and other measures for assessing the progress for each goal. Be sure to include formal evaluations when the project progress will be reviewed.**

Project Goals
1. Exploring and selecting an approach/process which will advance our culture of collaboration and CQI. The deliverable will be a clearly articulated approach/process to be completed in fall 2015.
2. Completion of application for HLC Persistence and Completion Academy to be completed in late fall 2015 to accompany the application to the Academy.
3. Use the process/model to plan for the implementation of the shared governance handbook and honors program. The deliverable will be a plan to implement a project for the Shared Governance Handbook, and to launch the Honors Program. This will be completed by fall 2016.

Project Goals/Milestones	Deliverables	Metrics	Due Dates
Explore and select an approach/process which will advance our culture of collaboration and CQI	Clearly articulated approach/process	Agreed upon approach/process	Fall 2015
Completion of Application for HLC Persistence and Completion Academy	Completed Application	Application submitted to HLC	Late Fall 2015
Use process/model to implement shared governance handbook and honors program	Implemented Shared Governance Handbook, Launch of the Honors Program	Dissemination and use of a shared governance handbook, Honors Program ready to receive student enrollment	Fall 2016

4. **Describe how various members of the learning community will participate in this action project. Show the breadth of involvement by individuals and groups over the project's duration:**

Key institutional leaders (faculty, staff, and administrators) will be identified to participate in this project, especially those whose work directly relates to the scope identified. Team members will work together to accomplish the deliverables and interact with others outside the team as needed.

5. **Describe how the institution will monitor project progress/success during, and at the completion for this project. Be sure to specifically state the measures that will be evaluated and when:**

The college will monitor project progress and success at regular meetings using the work flow chart. Additionally, the team co-chairs will provide quarterly presentations to the college's AQIP Coordination Committee and twice a semester to the Planning Advisory Council.

6. **Describe the challenges that may be encountered in successfully completing the project or for institutionalizing the learning from the project's goals:**

   It may be challenging to find the best means of effectively communicating the model approach across the campus. It will take time and practice for people to incorporate the new model into their work.

7. **Provide any additional information that the institutions wishes for reviewers to understand regarding this action project:**

   N/A