

HCC AQIP Action Project Charter

The Basics

Project Title	Fostering Community by Developing Opportunities for Effective Communication
Planned Kickoff Date	17 May 2006
Planned Completion Date	Implementation in Fall 2007
Project Sponsor	The entire upper level of administration must support this action project for it to be successful.

The Project

Business Case (Why is this project important?) <i>AQIP Item D</i>	Both the Examiner survey and especially the two-day Campus Conversation exercise revealed that College employees have both a sense of isolation from other areas of the College than those in which they primarily work as well as a strong desire for a greater sense of connectedness with other parts of the College. Moreover, a significant number of employees from different areas of the College have all suggested an action along these lines as a means of addressing this issue.
Problem/Opportunity Statement	This is a timely action plan in that demographic changes in the student body have caused the College to focus at this time upon enhancing student activities outside the classroom. Freeing time for both students and employees to participate in campus meetings and events without time conflict would be beneficial to both initiatives.
Goal Statement	To improve the sense of community on campus by creating both formal and informal opportunities for enhancing communication.
Project Description (100 words or less) <i>AQIP Item B</i>	This project will foster a sense of community at the College by identifying and providing opportunities for more effective communication. Specifically, the College will explore the possibility of designating a particular time each week during which no classes will be scheduled, thus freeing all members of the campus community to participate in inter- and intra-departmental discussion. Other formal and informal opportunities to enhance campus communication will also be explored.
Primary AQIP Category <i>AQIP Item C</i>	Category 4—Valuing People
Organizational areas most affected <i>AQIP Item E</i>	The entire campus community will be affected by this project.
Organizational processes most affected <i>AQIP Item F</i>	The key processes affected by this project include class scheduling by all academic divisions; the development of the academic calendar; and room scheduling. We expect the following improvements from implementing this project: it will improve morale and create a sense of community; it will foster collaboration; and it will promote awareness of “macro” issues on campus.

Rationale for the proposed time frame <i>AQIP Item G</i>	The project should be completed within one year with implementation scheduled for the Fall 2007 semester. This time frame will allow for planning and working with existing standing committees, employee groups, and other stakeholders to implement the changes needed, as well as sufficient time to determine if this action project is successful. The College feels it is essential to have something in place within this time frame in order to convince employees of the strength of its commitment to the quality improvement process.
Describe the plan to monitor the project's progress <i>AQIP Item H</i>	We will conduct satisfaction surveys and compare the results to the AQIP Examiner survey results from Spring 2006; we will also measure participation levels for campus-wide meetings.
Describe the primary outcome indicators of the project's success <i>AQIP Item I</i>	Outcome measures or indicators will include the following: identification of an appropriate time slot; modification of instructional schedules and implementation of a common meeting time; creation of a year-long calendar of common meeting time events; communication of the new calendar to the entire campus community; an increase in participation levels for campus-wide meetings; an increase in employee satisfaction levels as indicated on campus-wide surveys.
Describe any other parameters or constraints on the project	The economic impact of a dedicated meeting time will have to be determined.

The People

Important Stakeholders	All employees at the College; students.	
Team Leader		
Data Resource	Office of Institutional Research	
AQIP Process Resource	Steve Herald, Pam Westerdahl	
Team Members	Jill Blair Candace Brownlee Sarah Diel-Hunt Linda Ellerman John Ernst Steve Herald Shelley Marquis Kathy Mathewson Tom McCulley Kim McHale Barb McLaughlin-Olson Doug Minter Deb Nelson Christy Post	ESL Coordinator Student Services/Advisor Adjunct Faculty-POS ASC/Project Rise Full-Time Faculty/Communication Dean of Instruction Business Office HR Full-Time Faculty/English Full-Time Faculty/Mathematics Full-Time Faculty/Nursing IT Continuing Ed. Adult Ed.

	Carol Reid Raegan Rinchiuso Susan Salazar Pam Westerdahl Alaina Winters	Library Marketing Adjunct Faculty/Communication Director, Employment/Workforce Full-Time Faculty/Communication
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Date of Charter	17 May 2006
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