

AQIP Coordinating Committee New Projects Process *DRAFT*

New AQIP project ideas may be continuously generated and reviewed by the New Projects Subcommittee (NPSC). Ideally, early in the semester that any project is nearing completion, a new project will be ready to take its place. This will assure that the College has between three and five projects (including Assessment Academy projects) officially registered with AQIP at any time.

- Project ideas can come from a variety of sources, including:
 - Campus Conversation Days
 - Best Practices discussions
 - Cabinet
 - Grass Roots
 - Other
- NPSC evaluates each project idea by the following criteria:
 - How does it fit with Institutional priorities?
 - Consult with appropriate unit personnel, including the VP(s)
 - How does it fit with other AQIP and other projects going on?
 - Does it support a different AQIP Category than other projects?
 - At least one must always be in support of Helping Students Learn (Category 1)
 - Does it have a broad or narrow impact?
 - Does it have a student or employee focus?
 - Does it have an internal or external focus?
 - Does it meet the SMART criteria?
 - Specific
 - Measurable
 - Attainable
 - Relevant
 - Timebound
- NPSC brings top project candidates list with assessment of appropriateness to Coordinating Committee a full semester before the end of an active project. (So, for instance, if one or more projects will be ending in December, NPSC brings forward a list of projects during the preceding Spring semester.)
- Coordinating Committee selects one or two projects for immediate pursuit
 - Identifies a small team to draft an AQIP Project Statement and Charter (see separate documentation for contents)
 - Team(s) presents the draft(s) to the Coordinating Committee
- Coordinating Committee reviews and recommends new project(s) to Cabinet
- Cabinet reviews proposed new project(s) and may suggest revisions
- External feedback on the project is solicited from other institutions
- Project Statement and Charter are refined based on the feedback
- Project Statement is submitted to AQIP
- Project Team is identified (possibly earlier) and project activity begins

Things that still need clarification, in particular:

- When and how is the project team constituted?