

AQIP Coordinating Committee New Action Projects Process

According to Illinois Board of Higher Education guidelines, AQIP institutions are "to *always* have underway and share with AQIP at least three Action Projects. If an institution completes a project, AQIP assumes it will begin a new one, using the knowledge and skills gained from its earlier projects to select, shape, and scope the replacements." (*How Action Projects Function in AQIP*; www.aqip.org)

To ensure a continuous supply of quality improvement projects, ideas must be continuously generated and reviewed by a sub-committee of the Coordinating Committee known as the New Action Projects (NAP). The internal processes for generating, evaluating, prioritizing and selecting action strategies are outlined below, according to the timeline set forth on page 2.

Generating Ideas

The NAP sub-committee members will solicit ideas through a variety of sources, including, but not limited to:

- Campus Conversation Days
- Various employee forums
- Web site "suggestion" link
- Cabinet
- College assemblies
- Grass Roots

All ideas submitted by November 15th will be collated and brought to the January meeting of the Coordinating Committee for consideration in total. At that time, ideas may be:

- Of sufficient interest and scope to be evaluated according to the "Evaluating Projects" criteria below. The NAP sub-committee will be responsible for further action according to the Evaluating Projects guidelines below.
- Of sufficient interest but small enough in scope to be suitable for immediate action. The Quick Fix sub-committee will be responsible for further action.
- Of such limited interest and scope to be inappropriate for further action as an AQIP Action Project. The Chair of the Coordinating Committee will be responsible for notifying interested parties.

Evaluating Projects

The NAP sub-committee will provide the initiator of the project with appropriate resources and support to document the project idea in the *HCC AQIP Action Project Charter* format designated by the Coordinating Committee. The charter must be completed by March 1st and developed according to the following criteria:

- Alignment with HCC mission and goals
- Alignment with institutional priorities
 - Identified in consultation with appropriate unit personnel
 - Verified in consultation with appropriate Vice President(s)
- Alignment with one or more of the nine AQIP categories
- Clear statement of project scope
 - Objectives
 - Boundaries
 - Goals (see below)
 - Stakeholders
 - Outcomes (measurements of success; deliverables)
 - Timeline

- Well defined goals set according to SMART principles
 - Specific
 - Measurable
 - Attainable
 - Relevant
 - Time-bound

Prioritizing Potential

The NAP sub-committee will present vetted *AQIP Action Project Charters* at the March meeting of the Coordinating Committee for review. The Coordinating Committee may choose to:

- accept the charter whereupon the project will be generally prioritized in consideration of:
 - at least one active project must address AQIP Category One, Helping Students Learn
 - at least one active project should address an issue of importance to the greater College population or environment
 - active projects should represent a diversity of ideas
- return the charter to the NAP sub-committee with specific guidance on issues of concern whereupon the NAP sub-committee will re-enter the evaluation process as appropriate.
- deny the project with cause whereupon the Coordinating Committee chair will so advise the designated leader of the proposed project.

Selecting Projects

The Coordinating Committee will work with the Vice President designated as the project sponsor on the *AQIP Action Project Charter* to solicit Cabinet support. The Cabinet may choose to:

- accept the charter whereupon it will be subject to the steps outlined below
- return the charter to the Coordinating Committee for clarification or revision
- deny the charter with cause and return to the Coordinating Committee

Upon acceptance by the Cabinet, the Coordinating Committee will be responsible for ensuring that:

- external feedback on the project is solicited from other AQIP institutions
- the project charter is refined based on the feedback
- the final *AQIP Action Project Charter* is circulated to all stakeholders
- the *AQIP Action Project Charter* is submitted to AQIP
- the project is placed in a queue for implementation; a timeline is developed on a one or two year schedule with an ending date no later than December 31 of the year determined.
- the project team leader and sponsor will identify desired team membership and take steps necessary to secure membership and assure timely implementation

Process Timeline

January	NAP sub-committee (NAP) brings generated ideas to Coordinating Committee (CC).
February	Ideas approved by CC returned to NAP for development of charter by action project leader/sponsor.
March	Charter developed and returned to NAP; Charter moved, if appropriate to CC.
April	Approved Charters moved to Cabinet for approval. CC, in cooperation with action project leader, completes AQIP feedback and reporting requirements. Action project team membership and timeline is determined; anticipated budget submitted. Implementation may begin following Cabinet approval.
September	Implementation must begin by September 1. Formal report on project status to be presented to CC.
November	Action project ideas collected for new review cycle.