1: PROJECT SUMMARY

A: The first phase of the project will be a detailed analysis of current surveys conducted throughout the institution. The Office of Institutional Effectiveness will compile detailed information on each survey and require that any new surveys are approved by IE before they are conducted. This initial analysis will provide us with a better understanding of the types and uses of information being collected institution wide which will help us formalize and standardize the processes of data collection and dissemination.

2: PROJECT RATIONALE

A: Based on systems appraisal feedback, a review is needed regarding how data is collected, analyzed, & used to make quality changes in our institution. In particular, the systems appraisal feedback identified the following Problems and Opportunities:

- Problem - There is currently an inefficient disconnected approach to data collection & use
- Opportunity - Enhance the structure of our quality division teams and capitalize on the work already established by emphasizing the collection & use of data by those teams

The data collection and analysis phase of this project should take approximately 12 months to complete.

3: PROJECT GOALS AND DELIVERABLES

A: Goals

- To formalize and standardize the processes of data collection and dissemination
- To ensure that institutional surveys are designed and conducted in such a way that they meet the requirements for which they were intended
- To eliminate redundant or unnecessary surveys
- To ensure that we are in compliance with institutional archival processes
- To create an institutional calendar containing all scheduled surveys and the sharing of their results

Milestones

- Data collection instrument created and approved by the committee
- Data collection instrument executed and results collected
- Survey data analyzed
- Results presented to project team, AQIP Quality Council, President's Cabinet and College Council
- Formal process created and approved by the project team
- Institutional policy based on the formal process created and approved by the committee
- Institutional policy presented to and approved by President's Cabinet and College Council
- Institutional policy approved by the Board of Trustees

Deliverables / Metrics

- Data collection instrument
- Summary Report of Data collected
  - Number of responses collected
4: INSTITUTIONAL INVOLVEMENT

A: The members of the Office of Institutional Effectiveness will be directly involved in the creation and revision of the initial data collection document, the data analysis, and the creation of the draft of the formal processes for survey creation and approval. Members of the project team will be responsible for the review and approval of the data collection document and the final survey creation process. Initially each faculty and staff member will be contacted via email introducing the AQIP project and inviting them to register each and any survey that they conduct via the included Survey Monkey link. After the data collection period has ended the responses will be analyzed. Where surveys appear to be no longer needed, redundant, or poorly designed, they will be presented to the project team for recommended action. Meetings will be held with survey owners to discuss the recommendations of the team. A survey database and institutional survey calendar will be created. These items will be shared first with the project team, then with the AQIP Quality Council who will present them to President's Cabinet, and finally to College Council. These items will be maintained by the Office of Institutional Effectiveness.

5: PROJECT CONTROL

A: The project team will be sent updates midway between the start of each step and the due date of each milestone. If there are any concerns over the progress at that point, the team will meet to discuss the status and offer assistance to keep the project on track. One week after the due date of each milestone, the team will meet to review the deliverables and prepare the schedule and reports for presentation to President's Cabinet and College Council.

6: ANTICIPATED CHALLENGES TO PROJECT SUCCESS

A: The biggest challenges will be ensuring that all of the surveys being conducted throughout the organization are registered and reviewed and ensuring that the process is followed as new surveys are created.

7: ADDITIONAL INFORMATION

A: No additional information is needed at this time.