AQIP Processes Committee General Information

**Chairs** ~ Steve Normansell & Angenien Huffstutler
**Sponsor** ~ Donna Hilgenbrink
**Committee Members** ~
- Cathy Quick
- Deb Massena
- Todd Tracy
- Kyle Hemann
- Bonnie Huels
- Kristina Shelton

**Charter** ~ This AQIP project will develop a methodology for examining processes, steps, and decision-making and communication procedures within all functions of the College and for the application of that methodology on a pilot project level. Appropriate documentation, benchmarking, and dashboards will be created for this project. All AQIP documentation will be made via the AQIP web site. (www.aqip.org)

**Pilot Project Suggestion:** *College Scheduling Process*

**Level of Difficulty:** High  
**Time Line:** 18 Months or by August 31, 2008  
**AQIP Criteria Central Focus:** Supporting Continuous Improvement, #5

**Action Project Title:** *Mapping and Streamlining Institutional Processes*

**Action Project Goals:** **Two (2) Primary Goals**
1. To create a mechanism for examining college processes, documenting these processes, evaluating how processes may be improved, and establishing quality improvement dashboards for these processes.
2. Pilot this same mechanism and make adjustments where needed to the devised mapping mechanism based upon an assessment at the end of the pilot study.

**Primary AQIP Category Impact:** Measuring Effectiveness

**Organizational Areas with High Impact/Affected or Involvement by Action Project:**

*AT=Affected in due Time; IA=Immediately Affected*  
- Institutional Research – AT  
- Faculty and Deans Equipment Purchasing Decision Plan – IA  
- Dean of Arts and Sciences & Dean of Career and Technical Occupations – IA  
- Faculty Chairs - IA  
- Equipment Committee - IA  
- Budgeting Process – IA
Key Organizational Processes to Alter or Improve:
  • Piloted Process-equipment Purchasing Decisions – IA
  • Budgeting Process - IA
