

DIN: 1010-2-05
Name of Process: Identifying Potential Action Projects

Purpose

This process governs how the college internal constituents can identify Action Projects aimed at continuous improvement of the college’s processes, services and/or results and submit their proposals for consideration by the appropriate Planning Team. Projects must align with college mission and strategic priorities and help advance the college in achieving its purposes.

Scope

Any member of NTC’s faculty, staff or administration can propose an Action Project for improvement.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Action Project	A project designed to improve a process, service and/or result that will help the college continuously improve. Such projects typically require a commitment of resources, including people’s time; are time bound (i.e. have a starting and ending point); and are aimed at an identified need. Proposals accepted as AQIP Action Projects are posted on the AQIP Action Project website.
Planning Teams	Teams that focus on particular areas of operations of the college and that are responsible for targeting improvements in their areas of purview, including assigned AQIP categories. The Planning Teams are as follows: Academic – chaired by Dean of Academics Recruitment and Retention – chaired by Dean of Student Services Continuous Improvement – chaired by AQIP liaison Operations – chaired by Dean of Student Services Executive Team – chaired by Dean of Academics

Process

The table below describes responsibilities for this process:

Stage	Who	Description
1	College faculty, staff, administrator, Planning Team	Identify aspects of the college in need of improvement, based on verifiable need; e.g., college or system priorities, underachievement of goals/objectives, innovation, lack of success in meeting targets/measures, inefficiencies, etc. Individuals or groups with a proposed project bring idea to appropriate Planning Team. If it isn’t clear which Planning Team would have this project idea in its purview, present the idea to the Executive Team.
2	Planning Team	Discuss project proposal. If supported, develop project using 1010-4-02 Action Project Design form. Chair brings supported proposals for Action Projects to the Executive Team with the rationale of the Planning Team for supporting

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		the proposal.	
		IF	Team does NOT support the proposal,
		THEN	team chair returns proposal to the person/group that presented it to the team with the rationale as to why the Planning Team has chosen not to bring it forward to the Executive Team.
3	Executive Team	Discuss Action Project proposal. If supported, name an Action Project champion and team members. Develop the Executive Team section of the Action Project Design form. Determine whether this Action Project should be an AQIP project.	
		IF	Executive Team determines that the project should be an AQIP Action project,
		Then	Executive Team chair directs the AQIP Liaison to post the project on the AQIP Action Project site, pending conclusion of meeting with the proposed Action Project Team (stage 4).
4	Executive Team chair	Meet with proposed Action Project Team chair and team members about the Action Project to ensure that they agree to serve on the Action Project team and that they understand the Action Project Design. Determine suitable replacements on the team (or team chair), if needed. Report changes to the Executive Team members (including AQIP Liaison).	

Supporting references

Listed below are college documents that support this process:

- 1010-1-01 Commitment to Quality policy
- 1010-4-02 Action Project Design form

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