

**AQIP Report**  
**Strategic Planning Meeting**  
**February 21, 2007**  
**Linda Delunas and Robin Hass Birky**

**I. AQIP Operational Items**

- Schedule and prepare for Quality Check Up (AQIP will contact us per phone call by RHB on 2/7/07; will hope for February 2008),
- Follow-up to Category Group work,
- Update Systems Portfolio (Linda and Robin starting with info from Category Group work),
- Get progress reports on Action Projects (Action Project Coordinators have been contacted and given March 5<sup>th</sup> deadline),
  - Decide which (if any) projects are close to retirement,
  - Decide which (if any) projects need to be revised,
  - Decide which (if any) projects need to be scrapped,
- Decide on a continuous improvement structure,
- Do Strategy Forum Follow-up; declare our two "campaigns" to AQIP (April 16<sup>th</sup> deadline) and provide URL for Quality Web Page to AQIP (by May 4<sup>th</sup>; done; reminder will be sent to AQIP)

**II. Report on Category Working Group Responses to AQIP Feedback Report**

Synthesis of Category Group Work Action Areas (Fall 06-Spring 07)

- Student complaints: must promulgate procedures (Student Affairs action needed)--ACTION NEEDED
- Student learning outcomes: General Education reform, student learning outcome assessment, development of co-curricular student learning outcomes, and benchmark (SPT Outcome 2 and AQIP Action Project)—LIVE PROJECT
- Data collection and assessment: hire/designate a campus assessment coordinator and move forward with the committee's proposal, post-graduation data on degree/institution satisfaction (alumni and employers); develop website--collect data in a central space that currently exists as collected in small pockets (see all of the data reported by each group); must post data in a central place where individuals can access it and use it to close the loop; start with IR trending NSSE data over time (AQIP Action Project)—LIVE PROJECT
- Succession planning and faculty/staff/administrative training, development, and evaluation; start the proposed succession plan outlined by Working Group 5 (SPT Outcome 3, ECHO, etc)—LIVE PROJECT
- Process mapping: SPT processes, significant campus procedures (budget development, positions, and evaluation of department chairs and above) (part of AQIP Action Project, recommend incorporating in general campus-wide assessment)—ACTION NEEDED

- Portfolio update: use reports from Category Working Groups to update the Systems Portfolio and post those reports on website housed under the respective Working Group (Linda and Robin are starting)—LIVE PROJECT
- Employee recruitment: formalize recruitment/mentoring/retention processes, assess them and benchmark processes with peer institutions (AQIP Action Project)—LIVE PROJECT
- Information sharing: redesign IU Northwest websites for ease of navigation and locating information (IT action needed)—ACTION NEEDED
- Student recruitment: centralize articulation agreement process, develop communication between campus offices to maximize, and develop a plan (Academic Affairs, Enrollment Management, and Student Affairs)—ACTION NEEDED

### III. RECOMMENDATIONS

- A. Indiana University Northwest should change the name of the Strategic Planning Team to the Strategic Planning and Continuous Improvement Team (SPCIT) to clarify that this group is our “continuous improvement” team. In addition to the current structure of the SPT, we recommend the following:
- Because accreditation is a part of continuous improvement, the chair(s) of the AQIP Coordinating Committee should always serve on the SPCIT,
  - We should keep the existent AQIP Category Working Group structure with the chairs of these groups serving on the AQIP Coordinating Committee and (if possible) on the SPCIT to avoid separation of the continuous improvement structure (thereby making the AQIP Coordinating Committee and the Category Working Groups the implementation arm of the continuous improvement process and accreditation),
  - Standing time at each SPCIT meeting should be reserved for continuous improvement and specific accreditation initiatives,
  - The AQIP Coordinating Committee should be responsible for recommending which continuous improvement initiatives should become AQIP Action Projects, always considering IU Northwest’s Strategic Outcomes in conjunction with the AQIP Categories, and
  - When the SPCIT develops or revises outcomes, the AQIP Categories should be considered.

- B. The following outcome should be added as a 2010 Outcome:

*IU Northwest systematically measures effectiveness in its organizational structures and processes and uses data derived from those measures for continuous improvement.*

- C. The 2007 Outcome 2 should be revised as the Cabinet has suggested with one change (underlined below):

*The Faculty Organization has approved the learning experiences that deliver principles two and three of the General Education Program. ~~All units have adopted measures that assess student preparation for lifelong learning, ethical practices, developing successful careers and effective citizenship.~~*

- D. We recommend the following action with respect to current AQIP Action Projects:

- General Education Reform—Keep and divide (see below)
- Commitment to Diversity--Keep
- Student-Centered Decision Making--Retire
- Increasing Our Capacity for Measuring Institutional Effectiveness and Continuous Improvement—Keep and divide (see below)

- E. We recommend that we develop/revise current Action Projects into the following two (2) campaigns for AQIP (due in April):

- Helping Students Learn
  - General Education Reform
  - Student Learning Outcome Assessment
- Measuring Effectiveness and Planning Continuous Improvement
  - Increasing Our Capacity for Measuring Institutional Effectiveness
  - Planning Continuous Improvement (examining the structure and mapping the processes of SPCIT and AQIP Coordinating Committee and so on)

- F. We recommend that any remaining Category Working Group Action Areas not covered in the above recommendations be revisited and prioritized at the May SPCIT Retreat.