

Procedures for Developing and Recording Process Maps

Introduction

In response to feedback from the Higher Learning Commission's Academic Quality Improvement Program on IU Northwest's AQIP Portfolio and feedback as a result of the campus visit, the Category 5 Working Group chose the development and publication of process maps as a means of improving communication regarding significant processes employed at IU Northwest. The initiative began with training in process mapping and then proceeded to work on the initial process, faculty recruitment and hiring. Once that process had been mapped and the map had been vetted in Academic Affairs and in the Affirmative Action Office, the map was placed on the Institutional Effectiveness webpage and the Working Group identified the next processes for mapping. The Group also established the steps delineated below as the plan for identifying and mapping subsequent processes.

Procedures for Developing Process Maps (Annual Process)

- September: Category 5 Working Group solicits nominations from IU Northwest Council, Faculty Organization, Staff Organization and Student Government.
- October: Category 5 Working Group identifies five processes, obtains feedback from IU Northwest Council and finalizes selection.
- October/November: Individual Category 5 Work Group members take responsibility for selected processes and work with relevant administrative staff to delineate steps of selected processes.
- January/February: Prose-based descriptions are converted to process maps and symbols.
- March: Symbol based maps are reviewed by Category 5 Work Group and relevant administrative staff.

- April: Upon completion of review process maps are placed on the Institutional Effectiveness webpage.
- April: Campus is notified of new maps.