

The Action Project Commitment Declaration:

AQIP institutions complete their actual Action Project Commitment Declarations on the Action Project Directory on AQIP’s website, but the web form follows the structure below. We’ve provided brief explanations of what each item requires in italics, after the item.

Institution: _____ **Crowder College** _____ Date Submitted: _____

Person to contact concerning this Action Project: _____ **Mickie Mahan** _____

Email: _____ **mmahan@crowder.edu** _____ Telephone: _____ **417-455-5536** _____

Give a short identifying title (under 10 words) to this Action Project.

Develop a Unified Planning System at All Levels of the Organization

Describe the goal(s) of this Action Project (in 100 words or fewer).

To establish a common understanding of a single planning process that can be applied at all levels of the organization. Provide training to support the use and implementation of a unified planning process and insure it is accessible throughout the organization. Establish an institutional policy that mandates the use of the unified planning process and requires documentation that the process was followed prior to the acceptance of any new program, process, or procedure.

Please identify the one AQIP criterion which this Action Project will primarily affect (check one box in the Primary column), and up to four other criteria to which it is strongly related (check boxes in the Related column):

AQIP Criteria	Primary	Related
1 – Helping Students Learn		X
2 – Accomplishing Other Distinctive Objectives		
3 – Understanding Students’ and Other Stakeholders’ Needs		
4 – Valuing People		
5 – Leading and Communicating		X
6 – Supporting Institutional Operations		XX
7 – Measuring Effectiveness		
8 – Planning Continuous Improvement	X	
9 – Building Collaborative Relationships		

Identify up to four of the AQIP Principles of High Performance Organization that will be impacted by this Action Project.

Principle	Related?
A mission and vision that focus on serving students' and other stakeholders' needs	↑
Broad-based faculty, staff, and administrative involvement	↑
Leaders and leadership systems that support a quality culture	X
A learning -centered environment	↑
Respect for people and willingness to invest in them	↑
Collaboration and a shared institutional focus	X
Agility , flexibility, and responsiveness to changing needs and conditions	↑
Planning for innovation and improvement	X
Fact-based information -gathering and thinking to support analysis and decision-making	↑
Integrity and responsible institutional citizenship	↑

- D. Explain your institution's rationale for addressing the one criterion you checked as "primary." Why did you decide this Action Project and its goal(s) are vital for your institution at this time?

Planning Continuous Improvement was chosen as the primary because the organization currently does not have an effective planning process that has been accepted, adopted, or instituted across the organization. We recognize that an effective planning process is the key ingredient for success in a "Continuous Improvement Environment". In order to establish an organizational culture that embraces continuous improvement an effective planning process must be implemented. The goals outlined below are considered critical for the organization to be successful in a continuous improvement environment:

- *Establish a common understanding of a single planning process.*
- *Provide training to support the use and implementation of the planning process.*
- *Insure the process is accessible throughout the organization.*
- *Establish an institutional policy that mandates the use of the process.*
- *Require documentation that the process was followed prior to the acceptance of any new program, process, or procedure.*

- E. List the organizational areas (or institutional departments and divisions) most affected.

Primary impact areas will include; Business and Support Services, Instruction, Community and Business/Industry Services, and Student Services. The administrative team will oversee the progress.

F. List and briefly describe the key processes most affected.

The primary process affected are budget and funding processes, curriculum and instruction development, academic planning and delivery methods, and all facets of support services.

G. List the process measures that you plan to track as you work on this Action Project:

- *Identification and collection of current planning processes being utilized within the organization.*
- *Development of a set of common needs across the organization for planning.*
- *Pilot a planning process.*
- *Collect data on effectiveness of the planning process.*

H. List the outcomes measures that you plan to track as you work on this Action Project:

- *Training session provided*
- *Employee attendance at training*
- *Utilization of the planning process*
- *Documentation that the established process was utilized*
- *Evaluation of the effectiveness of the planning process*

I. Describe your performance targets for this Action Project.

Develop a planning process we can show and articulate to ourselves and our stakeholders that reflects our mission and values.

A common understanding of the planning process adopted as the organizations unified planning process.

Successful implementation and utilization of the planning process which includes documentation that the process was followed.

Phase	Quantitative and Qualitative Stretch Targets
One	Inventory current planning instruments we use. Develop a library of formal planning documents from other organizations including business

	<i>and industrial models..</i>
Two	Evaluate all formal planning documents to ensure that each addresses common, agreed upon, critical “Planning/Revising Questions”. <i>Evaluate available planning instruments and select the attributes from each that best meet the organizations needs.</i>
Three	At the end of the year have each head of a functional area report survey results to their superior (or AQIP committee). <i>Arrange for an institutional wide feedback on the planning process adopted.</i>

- J. Briefly describe how you plan to keep your institution’s attention and energies focused on this Project and its goal(s).

The AQIP Steering Committee will schedule periodic staff development sessions throughout the three phases of the plan. In addition the AQIP Steering Committee will open and make postings to Blackboard Classroom that will allow for frequent updates to be posed and allow for institutional wide feedback from all employees in the organization. Presentations will be given throughout the project to the classified, professional and faculty organization.