

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 an Institutional Research Database that is Accessible and Useful for Decision Making and Measurement.

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

The first goal of this project is to identify what information is needed to a) determine institutional effectiveness, b) make good decisions, and c) assist in planning for quality improvements. The second goal is to build the mechanism needed to make this information available to all who need it in a format that is easy to understand and navigate. The third goal is to provide the training needed to access this information.

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	<input type="checkbox"/>	<input type="checkbox"/>
2 – Accomplishing Other Distinctive Objectives	<input type="checkbox"/>	<input type="checkbox"/>
3 – Understanding Students' and Other Stakeholders' Needs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 – Valuing People	<input type="checkbox"/>	<input type="checkbox"/>
5 – Leading and Communicating	<input type="checkbox"/>	<input type="checkbox"/>
6 – Supporting Institutional Operations	<input type="checkbox"/>	<input type="checkbox"/>
7 – Measuring Effectiveness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8 – Planning Continuous Improvement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9 – Building Collaborative Relationships	<input type="checkbox"/>	<input type="checkbox"/>

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	↑
A learning -centered environment	↑
Respect for people and willingness to invest in them	↑
Collaboration and a shared institutional focus	↑
Agility , flexibility, and responsiveness to changing needs and conditions	X
Planning for innovation and improvement	X
Fact-based information -gathering and thinking to support analysis and decision-making	X
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?

Crowder College has collected a significant amount of data for reporting requirements to state and federal programs. However, we have not clearly identified what is needed to measure effectiveness and make good decisions and plans at the college. We also do not have a good mechanism to make this information available to all who need it. The college also needs to develop a mechanism to compare itself to other colleges of similar size and function.

- E. List the organizational areas (or institutional departments and divisions) most affected.
- Board of Trustees
 - Executive Council
 - Instructional program directors
 - Student Services departments
 - Grant programs
 - Public Relations Office
 - Information Services
 - Business Office

F. List and briefly describe the KEY PROCESSES most affected.	G. List the PROCESS MEASURES that you plan to track as you work on this Action Project.
Data collection and refinement.	Number of administrators and program directors who are actively identifying effectiveness measures.
Improvement planning	Number of programs and departments with a planning process. This is one of the other action projects.
Staff development	The number of staff development activities related to training employees to use the information system and the percentage of employees participating.
Developing working relationships with other AQIP institutions	The number of AQIP institutions working in collaboration.
Web and intranet development and maintenance	A roadmap for reviewing and revising the college's website.

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

Outcomes	Measures
1. Identify information	1. a. Institutional effectiveness measures identified. 1. b. Scheme developed for institutional data.
2. Develop processes to gather data	2. a. Process for data collection in place. 2. b. Mechanism to provide access to data in place.
3. Train Employees	3. a. Institutional Research Database (IRD) in place. 3. b. % of Employees trained to use the IRD.

I. Describe your performance targets for this Action Project.

Phase	Quantitative and Qualitative Stretch Targets
One	Identify what kind of information is needed and inventory what data is available.
Two	Develop processes needed to gather data and begin to develop the mechanism(s) to provide the information.
Three	Finalize the mechanism and train all employees to use it.

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

The Action Projects will be presented to the employee's at the Fall 2005 All Staff Day. The AQIP Steering Committee has scheduled periodic staff development session through-out the semester that will focus on the Action Project's progress.