Past Action Projects

Action Project 1 (AQIP): Create a system for planning based on CQI principles and data-based decision making.
Develop a system that will make data and information readily available and develop skills for using that data and information in institutional planning. This will enable us to measure and evaluate the effectiveness of all institutional operations.

Action Project 2 (AQIP): Identify needs and perceptions of students and other stakeholders.
Establish a system for soliciting information from internal and external stakeholders, including students. Create a cycle of qualitative and quantitative methods for determining needs and perceptions of students and other stakeholders.

Action Project 3 (AQIP): Redesign and improve the pre-application and intake enrollment systems.
Improve the processes that produce services for prospective, applying, and accepted students through the first two weeks of enrollment to increase satisfaction, ease of use to students and internal customers, and to ensure timely consistent high quality services.

Action Project 4 (Improvement Team): Develop an employee guidebook.
Create a comprehensive employee guidebook to provide employees with consistent information across work classifications and to improve accessibility via the Intranet.

Action Project 5 (Improvement Team): Improve building identification and access.
Collect, analyze, and provide information to standardize and continuously improve access and way-finding throughout the IVCC campus.

Action Project 6 (Improvement Team): Integrate CQI into performance reviews.
Incorporate CQI principles into the Employee Development Process for non-faculty employees by creating an environment that promotes opportunities for individual growth and continuous improvement while contributing to the goals of the College.

Action Project 7 (Improvement Team): Incorporate CQI into new staff orientation.
Incorporate CQI principles into orientation for all new staff to strengthen employee knowledge and comfort level of the IVCC support network to better serve the IVCC community.

Action Project 8 (Improvement Team): Increase staff understanding of department and individual roles and responsibilities.
Surveying the attitudes about communication of all college employees so we can work together to gain an understanding of each other’s roles as we serve the entire IVCC community.

Action Project 9 (Improvement Team): Review and streamline committee and team structure.
Identify all committees and their functions, and recommend changes needed to increase efficiency, based upon the goals and mission of IVCC.

Action Project 10 (Improvement Team): Improve effective use of technology for communication.
Improve internal communication by streamlining the process for gathering, organizing, and disseminating college-wide information through the promotion of the Intranet in order to be able to move away from the “Everyone” email communication system.

Action Project 11 (Improvement Team): Improve student retention and academic success by creating a firm end date to the registration cycle.
To improve student retention and academic success by creating a firm end date to the registration cycle. This will be measured by the reduction in withdrawals, success completion of courses, and student retention rates.

Action Project 12 (AQIP): Assessment of General Education Goals.
This action project will involve the development of a comprehensive system of general education assessment. Adhering to the principles of continuous quality improvement, the project will include developing, piloting, and
assessing the process. Following the pilot, the project will conclude with the deployment of a college-wide assessment system of the general education goals.

**Action Project 13 (AQIP): Enhancing Continuous Quality Improvement (CQI) infrastructure through Action Project Teams.**
Create systematic processes for; generating and assigning action project ideas, initiating and training continuous quality improvement teams, and integrating these new processes into the strategic planning cycle including our measurement and reporting structures.

**Action Project 14 (AQIP): Key Performance Indicators: IVCC’s Measures and Targets.**
IVCC will develop a system for establishing performance measures and targets for our nine (9) Key Performance Indicators (KPIs). Our objectives will include: the review of our current performance measures, targets, and timelines as established by our strategic planning process; the development of a matrix with current measures and targets along with identified measures mandated by external and other internal stakeholders; the development of a system to allow for the identification of gaps and new performance measures and targets as needed; the integration into the College’s strategic planning process and establishment of KPIs.

**Action Project 15 (AQIP): Implementing Strategic Enrollment Management to identify and respond to student and stakeholder needs.**
The action project team will develop and implement a strategic enrollment management (SEM) plan designed to achieve and maintain optimal enrollments. The enrollment management plan will proceed in a comprehensive manner, and impact and include the entire college community. This initiative will target not only marketing strategies, but also recruitment, retention, and graduation rates. As defined in Bontrager & Pollock (2009), strategic enrollment management includes:
   a) Establishing enrollment goals;  
   b) Championing academic success;  
   c) Championing institutional success;  
   d) Relying upon data;  
   e) Strengthening communication; and  
   f) Increasing collaboration across the college.

**Action Project 16 (AQIP): College website research and improvement project.**
This action project considers the importance of the IVCC website as a communication tool between the college and its students and other stakeholders. The action project addresses the question, "Can the IVCC website: (a) Address student needs first and foremost; (b) Serve faculty, staff and administration in their jobs; (c) Act as a resource for the community; and (d) Market IVCC, all at the same time. The research project will help identify whether we need to identify primary users and uses, and redesign the website accordingly.