

Related Process

Introduction

Currently no formal process exists for the development and implementation of quality initiatives at CAC. This includes those initiatives identified to be reported as Action Projects as part of the AQIP process. This proposal recommends the following draft process be presented for review and revision to the Quality Council. This proposal recommends the Quality Council own this process.

Quality initiatives can emerge from a variety of sources. Based on results from an evaluative tool (survey, needs assessment or formal program review), a unit may decide to develop and implement a quality initiative. A quality initiative may result from an AQIP activity such as the Systems Portfolio, Systems Appraisal or Strategy Forum. As part of the review and revision of the proposed draft process the Quality Council should define what a “quality initiative” is at CAC.

Definition of Quality Initiative

A collaborative effort to pool collective experience, resources and expertise for the purpose of implementing positive change to improve a process or system

Proposed Draft Process

The intention of this process is to provide support for the development and implementation of initiatives that will improve systems and processes of the college. In addition, the process will support the tracking of initiatives related to AQIP criterion.

Phase 1 Proposal and charter development

- Call to CAC community
- Completion of proposal form (charter)
 - Quality Liaison provides guidance

Phase 2 Review and selection

- Quality Council reviews proposal(s)
- Successful proposal(s) invited to Quality Council
- Present to Quality Council

Phase 3 Presentation of proposal to CAC President **and Executive Council**

- Coordinator of Accreditation and Quality Initiatives presents proposal to President **for review by Executive Council**.
- President **shares feedback from Executive Council** to Quality Council regarding next steps. (*This feedback may include designating the quality initiative as an Action Project to be reported as part of the accreditation process through AQIP.)

Phase 4 Development and implementation of Quality Initiative

- Identify project leader and team members
- Coordinator continues to work with Quality Initiative Team as a project management resource
- Coordinator provides information and updates to Quality Council

*Quality Initiatives designated as Action Projects will be required to follow the steps outlined for Action Projects by AQIP. The Coordinator of Accreditation and Quality Initiatives works with the Quality Council to ensure compliance to AQIP requirements.