

AQIP Project Commitment Declaration

Institution: Purdue University Calumet

Planned project completion date:

Target project completion date: March 24, 2006

Actual project completion date:

A. Give this Action Project a short title in 10 words or fewer:

Developing Leadership to Work with Advisory Councils

B. Describe this Action Project's goal in 100 words or fewer:

Purdue University Calumet's Strategic Plan focuses on expanding the institution's role as a partner in Northwest Indiana. One initiative involved expanding advisory councils for academic departments and schools. That expansion is complete. Department heads and deans now need workshops on board recruitment and management to maximize advisory councils' input into issues of curriculum design, internship development, accreditation reports, and fundraising. The start of this project focuses on educating academic department heads in board recruitment and management.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: Understanding Students' and Other Stakeholders' Needs

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

The Purdue University Calumet's Strategic Plan addresses the need to expand the number of advisory councils. This goal has been met. This action project focuses on developing capacity for department heads and deans to work with advisory councils. Rather than increasing the number of participants on councils, this project focusing on ways to ensure the quality of the interaction between the academic department and the advisory council.

E. List the organizational areas - -institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

- All academic departments at Purdue University Calumet
- All academic schools at Purdue University Calumet
- All advisory council members
- Office of Advancement
- Office of Academic Affairs
- Office of the Chancellor

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

Curriculum development and renewal process: Advisory councils, comprised of alumni, employers, and friends of the University; provide input into curriculum development and creation of new programs.

Accreditation processes in the discipline: Advisory councils provide stakeholder input that is critical to most accreditation standards.

Support for academic departments: Members of advisory councils provide internships, employment of graduates, gifts in kind, as well as grants to academic departments.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

The Executive Assistant to the Chancellor will work directly with academic department heads and deans as well as the Vice Chancellor for Advancement to keep the institution focused on this project.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

This project's initial process is the professional development of academic department heads and deans on how to recruit and manage advisory boards. Participation rates in the professional development and department heads' evaluation of the workshops would be two process measures.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

Simple outcome measures would be increased frequency of advisory boards with academic departments, type of agenda items, and assessment by department heads and council members on their level of engagement with each other and the University.

J. Other information (e.g., publicity, sponsor or champion, etc.):

- 75-100% of department heads and deans participate in board management workshops.
- All advisory councils meet at least once/semester with academic department heads.
- Department heads and council members are assessed as to their level of engagement with the University. Development of new academic programs from at least 3-4 different disciplines or departments.

Last Action Project Update:

A. Describe the past year's accomplishments and the current status of this Action Project.

This project replaces one which has been cancelled. The Interim Vice Chancellor for Advancement and the Vice Chancellor for Academic Affairs are working on initial development activities on board management for academic department heads and deans.

Development activities will begin with an on-campus workshop led by a professional in board management. The Executive Assistant to the Chancellor (EAC) will provide support to board members as they take greater control of defining board activities.

B. Describe how the institution involved people in work on this Action Project.

This project promises to engage many faculty members, department heads, and member of advisory councils. Currently, 20 councils cover almost every academic department and school.

C. Describe your planned next steps for this Action Project.

Academic department heads and deans will learn board management techniques from a subject matter expert. Two, half-day sessions are being planned.

The Vice Chancellor for Advancement and the EAC will support department heads and deans in recruiting members to the councils from PUC alumni, from top employers of graduates, and from friends of the University.

D. Describe any "effective practice(s)" that resulted from your work on this Action Project.

N/A

E. What challenges, if any, are you still facing in regards to this Action Project?

This project focuses on changing orientation – from counting the number of advisory councils to ensuring the quality of the input gained from these councils. It is a challenge to support the decentralized faculty and department head interchanges with councils while centrally supporting membership and meeting enhancement.

F. If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this action project, explain your need(s) here and tell us who to contact and when?