

## **AQIP Project Commitment Declaration**

**Institution:** Purdue University Calumet

**Planned project completion date:** September 30, 2006

**Target project completion date:** September 30, 2006

**Actual project completion date:**

**A. Give this Action Project a short title in 10 words.**

Supervise for Success at PUC

**B. Describe the Action Project's goal in 100 words or fewer.**

Purdue University Calumet has identified this project to assure all supervisors receive consistent and systematic training in understanding their leadership role and responsibilities and particularly in the implementation of University policies and procedures. Systematic training and assessment will ensure all new and existing supervisors understand what leadership entails and how they apply leadership concepts to daily responsibilities. Additionally, training on University policies and procedures will ensure that new and existing supervisors receive a consistent message and make decisions aligned with University policies and procedures. Assessment of this training will focus on the participant's understanding of their leadership role and their knowledge of how to apply Purdue's policies and procedures in a work setting.

**C. Identify the single AQIP Category that this Action Project will most affect or impact.**

Category IV- Valuing People

**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.**

Purdue University Calumet biggest resources are its people. Best practice organizations ensure their supervisors are informed of their responsibilities as leaders and they have an understanding of policies and procedures. Systematically training new and existing supervisors will improve communication in the workplace which will lead to improved employee satisfaction and productivity.

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

All units at Purdue University Calumet will be involved in this effort. The Senior Leadership Team comprised of the Chancellor, Vice Chancellors and Executive Assistant to the Chancellor will lead and ensure the assessment of this project occurs.

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

Hiring, Personnel Evaluation, and Orienting new staff.

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

New staff member assigned to project begins April 2005. This will be the position's first assignment.

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

- a. Benchmark with Best Practice Organizations to determine what topics are offered in their Management Training Programs. April-May 2006
- b. Write objectives for each module. May 2006
- c. Share objectives with Senior Leadership Team. May 2006
- d. Determine how each Vice Chancellor organization will be accountable for ensuring their staffs participate in the modules. May 2006
- e. Develop process for assessment of skills in performance evaluations. May 2006
- f. Develop process for delivery of modules to new staff members. May 2006
- g. Develop assessment of participant's learning for each module. May 2006
- h. Write content for each module. June 2006
- i. Determine method for delivery of modules. June 2006
- j. Pilot some of the modules with cross section of staff. July/August 2006
- k. Revise material based on feedback from Pilot Group. August 2006
- l. Begin delivery of modules for existing and new staff members. September 2006

**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.**

- Number of Individuals who participate
- Pre-Test/Post-Test Results
- Participants will take Proficiency Test after each module
  - number of participants who receive 80% or better on the test

**J. Other information**

Mary B. Rincon, Assistant Vice Chancellor  
[mbrincon@calumet.purdue.edu](mailto:mbrincon@calumet.purdue.edu)  
219-989-2254.