

Quality Update In-Service Fall 2005

Quality Quiz: Mark items you have worked on or know about:

Institutional Effectiveness

- | | | |
|---|--|---|
| <input type="checkbox"/> Data Warehouse+ | <input type="checkbox"/> Gatekeeper+ | <input type="checkbox"/> Institutional Priorities |
| <input type="checkbox"/> Institutional Effectiveness Team+ | <input type="checkbox"/> QI Project Guide+ | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> College Council | <input type="checkbox"/> Financial Plan | |
| <input type="checkbox"/> Training on Windows XP, Office Products, Phone (Effective Elect. Communication)+ | | |
| <input type="checkbox"/> Monthly (or more frequent) team meetings with updates on activities in the college | | |
| <input type="checkbox"/> "Who should know" added to meeting minutes for Instruction & Student Services | | |

Recruitment and Retention

- | | | |
|--|--|---|
| <input type="checkbox"/> Early Alert | <input type="checkbox"/> Friendship Day 2005 | <input type="checkbox"/> Retention Team (2003)+ |
| <input type="checkbox"/> Evaluation of Asset/cut off scores | <input type="checkbox"/> Summer Academy | <input type="checkbox"/> Web page redesign*+ |
| <input type="checkbox"/> Iroquois County Satellite Center | <input type="checkbox"/> Taste of Technology | <input type="checkbox"/> Wellness Fair |
| <input type="checkbox"/> Marketing to high school students* | | |
| <input type="checkbox"/> Marketing to non-traditional students | | |
| <input type="checkbox"/> Enrollment Management & Retention Committee (2005) | | |
| <input type="checkbox"/> Student association clubs and activities (Business, CAD, Multicultural, etc.) | | |

Student Learning

- | | | |
|--|--|---|
| <input type="checkbox"/> Assessment Practice Guidebook | <input type="checkbox"/> Adjunct Training*+ | <input type="checkbox"/> New Faculty Training*+ |
| <input type="checkbox"/> Master Syllabus* | <input type="checkbox"/> Online Courses | <input type="checkbox"/> Orientation Class* |
| <input type="checkbox"/> Fast Track | <input type="checkbox"/> Copyright | <input type="checkbox"/> Saturday class expansion |
| <input type="checkbox"/> Faculty In-Service | <input type="checkbox"/> Course evaluation redesign | <input type="checkbox"/> Smart Classrooms |
| <input type="checkbox"/> Learning College Initiatives | <input type="checkbox"/> Faculty Workshops in Teaching & Learning Center | |

Student Support

- | | | |
|---|--|---|
| <input type="checkbox"/> Advising & Registration Team+ | <input type="checkbox"/> CCSSE | <input type="checkbox"/> Schedule Improvements+ |
| <input type="checkbox"/> Advisor Steering Committee+ | <input type="checkbox"/> CCFSSE | <input type="checkbox"/> Facilities Master Plan |
| <input type="checkbox"/> LRC collection review | <input type="checkbox"/> Model Advising*+ | <input type="checkbox"/> Model Classrooms+ |
| <input type="checkbox"/> Student email/computer accounts | <input type="checkbox"/> "Go Fish" manual+ | <input type="checkbox"/> Spanish Learning Lab |
| <input type="checkbox"/> Student Services attendance at Division Meetings | | |

Technology (involved in other areas)

- | | | |
|--|---|---|
| <input type="checkbox"/> Technology Plan | <input type="checkbox"/> HVAC evaluation | <input type="checkbox"/> New phone system/voicemail |
| <input type="checkbox"/> Student email/computer accounts | <input type="checkbox"/> WebCT | <input type="checkbox"/> Teaching and Learning Center |
| <input type="checkbox"/> WebAdvisor* | <input type="checkbox"/> Wireless network | <input type="checkbox"/> Off-campus email access |

Valuing People

- | | | |
|--|--|--|
| <input type="checkbox"/> Anniversaries listed in Update | <input type="checkbox"/> Diversity Team+ | <input type="checkbox"/> Leadership Seminar |
| <input type="checkbox"/> Development goals for supportive staff | <input type="checkbox"/> Direct Deposit | <input type="checkbox"/> New Employee Mentoring+ |
| <input type="checkbox"/> Health insurance change | <input type="checkbox"/> Student 'soft' seating | <input type="checkbox"/> Focus on minority recruitment |
| <input type="checkbox"/> New courses aimed at diversity | <input type="checkbox"/> New employee orientation (checklist) | |
| <input type="checkbox"/> SSAC/Admin Climate Surveys* | <input type="checkbox"/> Support Staff Job Classification Review | |
| <input type="checkbox"/> Sedona method stress management workshops | | <input type="checkbox"/> Supervisor Training+ |
| <input type="checkbox"/> Diversity programs (speakers, celebrations, displays, etc.) | | <input type="checkbox"/> Valuing People Team*+ |
| <input type="checkbox"/> Focus on Latinos (scholarship, open house, church visits) | | |
| <input type="checkbox"/> All staff pancake breakfast during in-service week | | |
| <input type="checkbox"/> Quality Corner in Update (AQIP communication)+ | | |
| <input type="checkbox"/> Weekly expense check generation (from monthly) | | |
| <input type="checkbox"/> Administrator & Support Staff salary reviews | | |

*+See next page

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Quality projects are those which improve KCC for students, staff and faculty. If you know of a project implemented in the last three years which was left off the list, please contact Edda Prats or Donna Smith. Future projects include Wireless Hot Spots, “Cyber” Café, New Instructional Administrator Training, and Photo I.D. System.

Four specific projects are reported to the Higher Learning Commission (HLC) annually as part of the Academic Quality Improvement Program (AQIP). The asterisk () items are pieces of the Advising and Registration, Recruitment, Teaching and Learning, and Valuing People projects that are reported to AQIP. Annual updates for these projects will be submitted to the HLC by September 21.

Project descriptions and updates are available at <http://www.aqip.org/actionproject/>.

+ Indicates teams and projects which arose from teams working with Dr. Stan Jensen to engraft a process of change into the college. See <http://www.kcc.edu/faculty/aqip/index.asp> for details regarding projects.

KCC Systems Portfolio

The Systems Portfolio is a snapshot of KCC taken once every three years. It is used as KCC’s accreditation document. The portfolio has an Organizational Overview and nine categories. Each category contains four areas: the context for KCC, important processes, results for processes, and improvements. Many of the listed quality activities from page one are mentioned in the KCC Systems Portfolio. For the past year (or more), each category has had a champion working to prepare a draft document.

Organizational Overview – Edda Prats

Category 1 - Helping Students Learn – Dennis Sorensen

Category 2 - Accomplishing Other Distinctive Objectives – Kimberlee Harpin

Category 3 - Understanding Students’ and Other Stakeholders’ Needs – Mary Jo Martyn
and Lou Mansfield

Category 4 - Valuing People – John Babich and Penny Dickerson

Category 5 – Leading and Communicating – Pam Adams and Delithia Love

Category 6 – Supporting Institutional Operations – Donna Smith

Category 7 – Measuring Effectiveness – Steve DePasquale

Category 8 – Planning Continuous Improvement – Julie Muniz

Category 9 – Building Collaborative Relationships – Kim Mau and Mary Posing

The ten sections were reviewed by the AQIP Steering Committee on August 2. Final drafts of the accreditation systems portfolio will be completed by September 15 with submission to the Higher Learning Commission of the North Central Association by November 1. If you would like to see the document or a section of the document, please contact Edda Prats or Donna Smith. In addition, the Systems Portfolio will be used to help draft institutional priorities for FY2007.

Please help our champions complete their work by providing any data or feedback requested!
Thank you!