

Vincennes University, IN

Project: Standardizing Advisory Committee Operations

Declaration

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| Q: Briefly describe the project in less than 100 words. Be sure to identify the key organizational areas (departments, programs, divisions, units, etc.) and key organizational processes that this action project will affect, change, and/or improve. |
| A: This project will establish a recognized framework for effective advisory committee operations and for activity related to Vincennes University advisory committees working to support VU programs. The project will produce a manual for all Career/Technical Education (CTE) programs and other programs that might benefit from an advisory committees. The manual will standardize advisory committee operations and produce standardized committee results, such as meeting topics, minutes, evaluations, and action steps that follow from the meetings. The project will also produce a common reporting site for committee membership, minutes, and action recommendations. |

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| Q: Describe your institution's reasons for initiating this action project now and how long it should take to complete it. Why are this project and its goals high among your institution's current priorities? Also, explain how this project relates to any strategic initiatives or challenges described in the institution's recent or soon-to-be submitted Systems Portfolio. |
| A: VU is taking this project on now because it wants to maintain and enhance the quality of its programs, especially CTE programs. VU recognizes the need to maintain program currency and the need to have business and industry experts contributing to program quality discussions and improvements. VU continues to receive state support for its CTE programs and has numerous training partnerships that are developing across the state; VU wants to continue to be a leader in career/tech education. VU has recognized that advisory committee contributions are uneven; some operate more effectively than others. VU has also hired many new faculty who have never or only begun to work with advisory committees. A standardized process will be used to help improve the education VU offers to students and the value of the programs for community stakeholders. Another benefit of successful implementation of this project will be the ability for VU to more effectively demonstrate its employer linkages to key external stakeholders. This project should be complete in slightly more than one year, the time it takes to implement standardized process and for all programs to meet with advisory committees following the standardized guidelines. This Action Project addresses at least two Portfolio issues: how VU maintains quality programming and how VU partners with external stakeholders. In writing its upcoming Portfolio (due in June), VU has recognized that a standardized process will result in more consistent use |

advisory committees, as noted above. VU has also identified enhancing the role of advisory committees as one of its strategic priorities in its developing strategic plan.

Q : List the project goals, milestones, and deliverables along with corresponding metrics, due dates, and other measures for assessing the progress toward each goal. Be sure to include when you anticipate submitting the project for formal reviews.

A : Timeline for Standardizing Advisory Committee Operations Action Project

| Action Steps | Start Date | Completion Date | Responsible Person(s) | Expected Outcome | Status and Results |
|---|----------------|-----------------|--|---|--------------------|
| Develop Institutional Advisory Committee Manual | March 15, 2017 | May 10, 2017 | Manual Committee, Asst. Provost | Completed and approved manual available online | Ongoing |
| Manual Survey | April 15, 2017 | April 30, 2017 | Manual Committee, Asst. Provost | Results will show majority approval of manual | |
| Identify Programs w/Committees; Programs that Need Committee | April 1, 2017 | April 15, 2017 | Provost, Deans, Program Chairs | List of all programs with committees; list of tentative committee meeting dates | |
| Set-up MyVU Advisory Committee Reporting Site | April 1, 2017 | April 30, 2017 | MIC Staff, Deans, Various Dept. Chairs, Asst. Provost | Site set-up with folders for all programs | |
| 2017-18 Calendar for Advisory Committees Established | May 1, 2017 | May 15, 2017 | Deans, Dept. Chairs, Institutional Effectiveness Staff | Complete calendar, identifying meetings dates for all committees | |
| MyVU Advisory Committee Site Training | May 1, 2017 | May 15, 2017 | MIC Staff, Dept. Chairs | Chairs will be prepared to add info to site | |
| Advisory Committee Survey Set-up | May 1, 2017 | May 15, 2018 | IR Staff, Dept. Chairs, Deans | All advisory committee surveys established for 2017-18 | |

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| Committee Survey Results Collected and Analyzed | May 15, 2017 | May 15, 2018 | Dept. Chairs, Deans, IR, Director of Institutional Effectiveness | Majority of results will be positive; areas of needed improvement will be identified | | |
| Committee Membership List Added to Program(s) Webpage | May 1, 2017 | Dec. 15, 2017 | Dept. Chairs, Deans, Process Owner | At least 90% of programs w/advisory committees will have membership list either on main page or link on main page | | |
| Committee Meeting Minutes Added to My VU Site | May 15, 2017 | May 14, 2018 | Dept. Chairs, Deans, Process Owner | At least 90% of all committee minutes posted to common site | | |
| Committee-Recommended Action Steps Identified and Completed, Noted on MyVU Site | May 15, 2017 | May 14, 2018 | Dept. Chairs, Deans, Process Owner | At least 90% of action steps identified and addressed; noted on MyVU site and in meeting agenda for following year | | |
| Owner of Committee Process Identified | May 15, 2017 | Aug. 15, 2017 | President, Provost | Responsible oversight established for process | | |
| Final Project Survey to Check Value of Manual and Recommended Processes | May 1, 2018 | May 15, 2018 | Dept. Chairs, Deans, Process Owner | The Advisory Committee Process will be viewed as effective by the majority of users; recommended improvements will be implemented | | |

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| Q: Describe how various members of the learning community will participate in this action project. Show the breadth of involvement by individuals and groups over the project's duration. |
| A: This project will involve many VU people and programs. Improving the consistency of advisory committee operations is a strategic priority and identified in the newly developing strategic plan. Thus, the Board and President see this project as a priority that will be reviewed for progress. Deans and program department chairs for all CTE programs and some transfer programs will be expected to develop and operated advisory committees according to the manual that is being developed as part of this project. The Provost, the owner of the new reporting process (reporting such things as survey results, minutes, action item follow-up from the meetings), and the Director of Institutional Effectiveness will all have roles to play in seeing that actions occur. Finally, Management Information and IR will have a role in developing a site for reports and surveys. |

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| Q: Describe how the institution will monitor project progress/success during, and at the completion of this project. Be sure to specifically state the measures that will be evaluated and when. |
| A: The project will be monitored by various people: the Provost, the Deans, the Director of Institutional Effectiveness and the owner of the new process (yet to be determined) will all ensure the project is completed. The strategic plan listed above identifies due dates and expected outcomes that will measure progress. Two surveys will be used to assure support for the manual and the prescribed processes. The first will be in May 2017. The goal of the survey will be to determine support and consider suggestions that might be worked into the manual. The second survey will again determine support and consider suggestions once the manual has been in use for the academic year; the second survey will be completed in May 2018. Also, data from standardized survey questions (covering committee function, curriculum, facilities/equipment, job-placement opportunities, faculty and staff currency, and program outcomes) will be collected from committee members, with at least 75% of the members responding. Finally, Programs with advisory committees will be uploading committee membership on program webpages and uploading minutes and action items onto the MyVU site, with at least 90% of programs submitting materials. At a 90% or greater rate of program submission, the submission rate will indicate that this project is a success because the programs will be operating in a more consistent fashion and because programs will have begun acting on their advisory committee recommendations. |

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| Q: Describe the challenges that may be encountered in successfully completing the project or for institutionalizing the learning from the project's goals. |
| A: This project should not pose too many problems that would threaten completion. Possible challenges always include people's time, especially in a year when VU has a Portfolio due |

June 1, 2017, and a Comprehensive Quality Review with campus visits beginning October 30, 2017. Asking program chairs who have not already developed a committee to do so will require considerable time, but for those with existing committees, all they need to do is follow the manual directions and use templates. Time will also be required for survey development and MyVU site development.

Another possible challenge will be moving all programs in a common direction in terms of expectations; some programs that are currently operating in a reasonably effective manner might not feel the need to change their current process. But, VU assumes that standardizing more will produce, overall, a greater impact on the program and confidence that the institution is using advisory committees in an effective way. VU will use professional development, surveys, and feedback from chairs to work through questions about the new process, and as a strategic priority and with the help of the Deans, the project will likely be completed without significant challenges to the goals or the processes.

Q: Provide any additional information that the institution wishes reviewers to understand regarding this Action Project.

A: N/A