



## **Academic Quality Improvement Program (AQIP)**

### **Action Project Application Questions**

1. Name of person(s) submitting application:
2. Date:
3. Division/Department/Committee:
4. Provide a short title for your Action Project in 10 or fewer words. *(Provide a descriptive name containing nouns and verbs.)*
5. Describe the Action Project's goals in 100 words or less. *(It is not necessary to explain how you are going to accomplish the project's goals, but provide clear and explicit purposes/goals of the project. Indicate which specific needs of your students, other external stakeholders, faculty, or staff could you meet better if you addressed this challenge.)*
6. Identify the AQIP Category the proposed Action Project will most affect or impact:
  - Category 1: Helping Students Learn
  - Category 2: Accomplishing Other Distinctive Objectives
  - Category 3: Understanding Students' and Other Stakeholders' Needs
  - Category 4: Valuing People
  - Category 5: Leading and Communicating
  - Category 6: Supporting Institutional Operations
  - Category 7: Measuring Effectiveness
  - Category 8: Planning Continuous Improvement
  - Category 9: Building Collaborative Relationships
7. How does this project support PTC's mission?
8. Describe the motivation for taking on this Action Project now. Describe why the project and its goals are high among your current priorities.

9. What enthusiasm and support exists among your leadership and employees for addressing this challenge now?
10. List the organizational areas most affected by or involved in this Action Project and briefly describe how that area is affected or involved in this project. *(Organizational areas are the academic units, departments, divisions, committees, etc. that are directly or indirectly affected or whose needs may influence the way the project is conceived.)*
11. Identify and describe the key organizational processes or activities that you expect this Action Project to change or improve. *(Recognizable processes or activities such as hiring, recruiting, course scheduling, program review, budgeting, planning, etc. can be named while others may need to be described.)*
12. Explain the rationale for the length of time (from kickoff to target completion) planned for this Action Project. *(Establish interim mileposts that mark progress toward the project's ultimate goals. Beneficial even with short projects, mileposts are essential for projects that will last longer than one year.)*
13. Describe how you plan to publicize and monitor your efforts on this Action Project. *(This Action Projects deserve a central place in the institution's attention. Explain how everyone will be kept aware of what it's working to achieve. Interim goals tied to objective measures or indicators gauge progress, serving as "leading indicators" or predictors of a successful project.)*
14. 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. *(Outcome measures tell whether the project accomplished the goals or purposes that led to its undertaking, evaluating whether it was successful when completed.)*
15. What human resources do you anticipate needing and what sort of time commitment will be expected of the participants?
16. Who will be the project leader(s) and other project team members? (Provide name and title)
17. Has the project leader and project team members listed in the question above agreed to work on this project?
18. How much money do you think it will cost to accomplish this project? (If possible, detail expenses.)

**Please use the online AQIP Action Project Application Form at [www.pulaskitech.edu/administration/administration\\_planning.asp](http://www.pulaskitech.edu/administration/administration_planning.asp) to submit proposal. Contact the Institutional Research, Planning and Effectiveness office for any assistance on project or proposal process.**