1. Name of person(s) submitting application: Jean Swillum

2. Date: 6/15/2011

3. Division/Department: Academic Success

4. Title of Action Project: Streamlining and Aligning PTC’s Committee Structure

5. Describe the Action Project’s goals in 100 words or less.
   The goal of this action project is to examine the current committee structure and procedures and recommend any changes to better meet the needs of the institution.
   1. Develop written criteria for review and restructuring of existing committees into teams to achieve greater efficiency and effectiveness.
   2. Developing written purpose statements for revised committees and documentation of alignment with systems processes.
   3. Reducing the number of committees.

6. Identify the AQIP Category the proposed Action Project will most affect or impact:
   Category 6: Supporting Institutional Operations

7. How does this project support PTC’s mission?
   Committees would be aligned with AQIP.

8. Describe briefly your department/division/committee’s reasons for taking on this Action Project now - why the project and its goals are high among your current priorities.
   When working with Achieving the Dream initiative and AQIP System Portfolio, both ask about the efficiency of committees that are in use at the college. Committees sometimes overlap each others' efforts and work at cross purposes because their roles are not clearly defined and because their work is not clearly communicated across campus. The College recognizes that a quality improvement effort cannot succeed unless it includes the most basic, practical levels of institutional operation--committee work.

9. List the organizational areas -- institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project.
   Committee membership and activities involve all segments of the College, including both internal and external stakeholders. Consequently, this project will affect all facets of the institution.

10. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve.
Given the importance of committee operations, the project will affect the College’s decision-making process at nearly all levels: strategic planning, budgeting, hiring, program/curriculum development, assessment, enrollment, retention, marketing, and communication.

11. How long will it take to accomplish the project (from kickoff to target completion)?
An ad hoc, would meet monthly over the next two years. Some committee members will be working on the System Portfolio this year.

12. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.
   1. Documentation and review of current committee structure.
   2. Elimination of defunct/overlapping committees.
   3. Clarification of the responsibilities and limits of each committee.
   4. Clarification of authority of each committee.
   5. Identification of by-laws.
   6. Identification of membership policies.
   7. Development of electronic means for dispersing committee minutes -- campus email and a web-based repository.
   8. Creation of a web-based repository for committee minutes available to all campus faculty and staff.

13. 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.
   1. Fewer committees in total.
   2. Less overlap and duplication in committee work.
   3. Clearer understanding of the role, scope, and authority of each committee.
   4. More effective use of committee work in College decision-making.

14. What human resources do you anticipate needing and what sort of time commitment will be expected of the participants?
   Faculty and staff.
   Monthly meetings.

15. Who will be the project leader(s) and other project team members? (Provide name and title)
   Faculty and Staff senate presidents.

16. How much money do you think it will cost to accomplish this project? (If possible, detail expenses.)
   None.