Academic Quality Improvement Program (AQIP)

Action Project Application Questions

1. Name of person(s) submitting application: Tom Hunt, Caroline Lewis, Kirsten Heintz, Ginny Wood, Leslie Cloer

2. Date: 11/4/2011

3. Division/Department/Committee: Faculty Senate and Human Resources

4. Provide a short title for your Action Project in 10 or fewer words. (Provide a descriptive name containing nouns and verbs.)

   To Review, Research, Revitalize, Restructure, and Recreate a Quality Faculty Handbook

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.)

   The overall goal of this Action Project will be to create a viable and useful documentation and collection of policies, processes, procedures, and guidelines that will positively influence and enhance the faculty work environment and morale with a possible reciprocal improvement in student learning. This project seeks to compile institutional policies, processes, procedures, and/or guidelines that may assist faculty in carrying out their duties and responsibilities as well as polices, processes, procedures and/or guidelines that may demonstrate institutional commitment to the teaching faculty and institutional recognition of the value of the teaching faculty.

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

   Category 4: Valuing People
7. How does this project support PTC’s mission?

In order to support the College’s mission is to provide access to high quality education that promotes student learning, and to enable individuals to develop to their fullest potential, the College must place value and importance, as well as demonstrate institutional support and commitment to the teaching faculty. Teaching is a socially responsible occupation which is highly accountable and bureaucratic, intensive, and intellectually and emotionally demanding. When teaching faculty believe that they are valued and held in high regard by the institution, there is tremendous potential for reciprocal improvement and enhancement in student learning. Endorsement of action projects that demonstrate institutional commitment to providing teaching faculty with appropriate tools, information, and support also demonstrates institutional recognition of the value of teaching faculty to the success of the institution and to its 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.

Pulaski Technical College currently relies on a combined Faculty and Staff Handbook document that has not experienced significant review and/or revision in over a decade. Faculty Senate members will propose the establishment of a Faculty Handbook committee or sub-committee. The proposed charge of the committee or sub-committee will be to review, revise, realign, restructure, and recreate a separate and viable Faculty Handbook to include a collection of policies, processes, procedures, and/or guidelines to assist faculty in carrying out their duties and responsibilities as well as document institutional commitment to teaching faculty and institutional recognition of the value of teaching faculty. Proposed committee membership will be extended to any willing and interested full-time faculty member. Possible enhanced faculty morale and possible reciprocal enhancements in student learning are the primary motivation for taking on this particular action project. One additional motivation for taking on this action project will be the development of a living document and establishment of process that will help ensure that the document is regularly updated and revised via Faculty Senate sub-committee or standing committee.

9. What enthusiasm and support exists among your leadership and employees for addressing this challenge now?

In campus-wide discussions, this project has received enthusiastic support from Administration, Human Resources, the Faculty Senate, and the teaching faculty.

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.)

The full-time teaching faculty will be most involved and most affected by this project. This project will involve collaboration between Administration, Human Resources, the Faculty Senate, and the
teaching faculty. Any possible resulting policy suggestions will require approval from the Board of Trustees.

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.)

Placing institutional attention on this project can have a tremendous positive impact on faculty morale, student learning, college and community relations, and on recruiting, hiring, and retention of quality faculty.

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.)

The expected or planned length of time from kickoff to target completion is 18 months. The project will begin upon approval. The basic plan timeline is to form the committee and complete the review of the existing document within three to six months of approval. Researching and compiling policies, processes, procedures, and guidelines will begin at the completion of the review process. Regular committee meetings will be scheduled. The frequency of meetings will be determined by progress and milepost accomplishment. Regular committee self-assessment and progress review and regular progress and accountability reports to faculty senate, teaching faculty, and other stakeholders as well as updates and contributions to a master document will serve as mileposts for the project.

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.)

Monitoring and publicizing of efforts will occur through regular reporting of committee activity, proposals, and suggested revisions to Faculty Senate and the full-time faculty as well as public posting on a designated Faculty Handbook Committee tab on the PTC portal. Indicators and predictors of a successful project will be marked by general consensus and agreement of stakeholders and progress toward a living document that the institution and the faculty can be proud of and accomplishes the stated goals.

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.)
The most obvious measure of success for this project will be 1) the separation of the current faculty/staff handbook into two separate documents; 2) the final document itself which will outline all the previously stated goals and objectives with the consensus of teaching faculty; 3) the final document’s publication and access on the institution’s website, and linked on all relevant web pages, including but not limited to the Faculty & Staff page, the Faculty Senate page, the Human Resources page, and the 7 Divisions’ pages; 4) a living document that is regularly updated and revised via any sub-committee or standing committee under Faculty Senate.

15. What human resources do you anticipate needing and what sort of time commitment will be expected of the participants?

This project will require a significant amount of faculty and Human Resources time and effort and as such the project must allow for flexibility, fluidity and continuity between any and all participating members as we move through the process.

16. Who will be the project leader(s) and other project team members? (Provide name and title)

The project leaders will be Faculty Senate members Tom Hunt, Caroline Lewis, Kirsten Heintz, and Ginny Wood, and Human Resources Generalist, Leslie Cloer. Full-time teaching faculty will also be involved in the project.

17. Has the project leader and project team members listed in the question above agreed to work on this project?

YES

18. How much money do you think it will cost to accomplish this project? (If possible, detail expenses.)

At this time there are no expected or anticipated costs associated with this project.