

Action Project Worksheet

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Describe one Focus Strategy as a proposed Action Project

Institution: Moraine Park Technical College

A. Give a short identifying title (under 10 words) to this Action Project.

Room Scheduling/Resource System

B. Describe the goal(s) of this Action Project (in 100 words or fewer).

This strategy involves the purchase of a web-based resource scheduler (course and event) that links to the I-series. The system will assist in scheduling courses and events, provide detailed reports needed by various departments of the college for facility utilization, energy management and maintenance scheduling.

C. Please identify the single AQIP Criterion which this Action Project will primarily affect (“X” one box in the *Primary* column), and no more than four other Criteria to which it is strongly related (“X” boxes in the *Related* column):

AQIP Quality Criteria	<i>Primary</i>	<i>Related</i>
1 - Helping Students Learn		
2 - Accomplishing Other Distinctive Objectives		
3 - Understanding Students' and Other Stakeholders' Needs		
4 - Valuing People		
5 - Leading and Communicating		
6 - Supporting Institutional Operations	X	
7 - Measuring Effectiveness		X
8 - Planning Continuous Improvement		
9 - Building Collaborative Relationships		

Identify up to four of the AQIP Principles of High-Performing Organizations that you hope this project will enhance. (Replace “o” with an “X”)

- A. A mission and vision that focus on serving students
- B. Broad-based faculty, staff, and administrative involvement
- C. Leaders and leadership systems that support a quality
- X D. A learning-centered environment
- E. Respect for people and willingness to invest in them
- F. Collaboration and a shared institutional focus
- X G. Agility, flexibility, and responsiveness to changing needs and conditions
- H. Planning for innovation and improvement
- X I. Fact-based information-gathering and thinking to support analysis and decision-making
- J. Integrity and responsible institutional citizenship

D. Please describe your institution's rationale for addressing this *Primary* criterion at this time. Why is this project and its goal(s) one of your Action Projects?

This Project is one of the top priority Focus Strategies that resulted from the College's Strategic Planning Process. The current scheduling system is not linked to the I-series system which requires duplicate data entry for all room reservations or cancellations. It does not provide reports on room utilization, equipment/technology in each room, nor any efficient, effective ways to search for room availability. In addition, the current system does not accommodate multiple classroom schedules within the online delivery mode system. It does not offer an event planner which could offer catering, room setup options and other special needs as well as a billing module for contracted services or facility rental agreements.

E. List the organizational areas (or institutional departments and divisions) most affected.

- Primary Learning System
- Facility Planning
- Buildings and Grounds Maintenance
- Institutional Advancement/Research

F. List and briefly describe the critical processes most affected.

- Room scheduling – Process used to search, hold and reserve rooms to meet the needs for instruction, students, administrative staff or external customers
- Facility planning – Process includes room utilization data to determine facility needs for building additions or remodeling
- Buildings and Grounds Maintenance – Process to determine maintenance and cleaning staff needs and schedules and review energy management efforts by centralizing room usage and controlling energy in unused areas

G. List some process measures that you might track as you work on this Action Project.

Timelines for completion of:

- Team review of bid specifications
- Team assessment of vendor demonstrations
- Purchase of software and/or hardware products
- Team updates on bridging schedule
- Room database created including room attributes
- Field testing
- Field test feedback review and revisions
- End-user training feedback review
- Updated job descriptions to reflect new staff roles/responsibilities in maintenance of system

H. List some outcome measures you might track to see if you achieve your goal(s) in this Project.

- Student Satisfaction survey results related to facilities
- Room utilization trending
- Energy management report trending

I. Describe this Action Project’s yearly performance targets.

Year	Quantitative and Qualitative Performance Targets
<p>One 2004 - 2005</p>	<ul style="list-style-type: none"> • Document baseline data for: <ul style="list-style-type: none"> - Student Satisfaction survey results related to facilities - Room utilization trending - Energy management report trending • Create bid specifications to purchase a web-based scheduling project that meets the College's needs. • Identify and create a scheduling bridge between the new product and the existing registration system on the I-series • Create reporting tools • Test new product and interface • Complete end-user training • Transition existing data into new program

Two 2005 - 2006	<ul style="list-style-type: none"> • Implement new program for the 2005-06 scheduling calendar • Create feedback instrument to solicit improvement suggestions (Institutional Advancement/Research) • Refine procedure and reporting tools
Three 2006 – 2007	<ul style="list-style-type: none"> • Track facility utilization and energy management reports • Create benchmarks and trending patterns; draw comparisons to other similar colleges

J. Briefly describe some approaches you might use to keep your institution's attention and energies focused on this Project and its goal(s).

As an approved focus strategy and AQIP project, resources will be dedicated as a priority. Progress reports will be required not only to AQIP but also to the College Planning and Leadership team as well as the District Board.

K. Indicate the degree of openness and sharing with which you are comfortable concerning this Project. (Replace “o” with an “X” for each question)

Criteria:	Anyone	Other AQIP Institutions	No one
Who should be able to read this Action Project's title and description?	X	o	o
Who should be able to read this Action Project's general outlines?	X	o	o
Who should be able to see the measures you will use to chart this Action Project's progress and outcomes?	X	o	o
Who should be able to see the targets you have set yourself for this Action Project?	X	o	o

L. Please explain your reasoning for whichever level of publicity you chose.

Moraine Park Technical College is a public institution and the information outlined above may be shared with any interested parties.