

**AQIP Action Project Declaration
September 2004**

Leader(s): Bruce LeRoy

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

Student Usernames and Passwords Consulting

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

The college currently has approximately 1,800 computers used by students in classrooms and labs. Students are not required to identify themselves when they sit down to use a computer. This project will determine how to implement a system that requires students to enter a username and password before they can use a computer.

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		X
2 - Accomplishing Other Distinctive Objectives		
3 - Understanding Students' and Other Stakeholders' Needs		
4 - Valuing People		
5 - Leading and Communicating		
6 - Supporting Institutional Operations		
7 - Measuring Effectiveness	X	
8 - Planning Continuous Improvement		X
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
- 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
- X H. Planning for innovation and improvement
- X I. Fact-based information-gathering and thinking to support analysis and decision-making
- X 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 students' experience in the classroom is an important factor in teaching and learning. Students now use computers in most areas of study. These machines need to be in good working condition and reliable. Currently the college has an ineffective practice for controlling access to equipment and often, people use computers for things they were not intended to be used for. This causes students who need them to lose productive learning time. By limiting the use of the

machines to only those students who need to use the computers, the data and instructional materials they offer will become much more reliable.

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

- Primary Learning System
- Instructional Technology

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

- Network Access – the process used to access the networked facilities of the college.
- Internet Access – using a computer to access instructional materials on the internet.
- Student Administration – using the computer to access student information (grades, billing, etc.)

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

- Number of calls to the Help Desk relating to student computer access, data retrieval/reliability and computer breakdown
- Incidents of broken computers.
- Incidents of unauthorized computer use

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

- Number of calls to the Help Desk relating to student computer access, data retrieval/reliability and computer breakdown.
- Incidents of students having problems accessing the network
- Number of classes impacted by students who cannot access computers
- Number of computers that are not operational

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

Year	Quantitative and Qualitative Performance Targets
<u>One</u> 2004 - 2005	<ul style="list-style-type: none"> • Document baseline data for: <ul style="list-style-type: none"> - Number of calls to the Help Desk relating to student computer access, data retrieval/reliability and computer breakdown - Incidents of students having problems accessing the network - Number of classes impacted by students who cannot access computers - Number of computers that are not operational. • Create design specifications to purchase and implement software to manage electronic student identity. • Identify a process for notification of students. • Identify a process for notification of instructors. • Design the process for management of student usernames. • Implement a pilot test of Student ID and Username Process for an identified student group. • Evaluate Student ID and Username Process pilot test.
<u>Two</u> 2005 - 2006	<ul style="list-style-type: none"> • Implement revised process for Students with Usernames. • Discuss system changes with students and staff. • Refine procedure and reporting tools

Three 2006 – 2007	<ul style="list-style-type: none"> • Link student usernames to other electronic student facilities
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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 (CPLT) 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.