
Action Project

Institution: San Juan College
Submitted: 2004-12-21 **Contact:** Ron Jernigan
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Timeline:

Planned project kickoff date: --

Target completion date: --

Actual completion date: --

A. Give this Action Project a short title in 10 words or fewer:

Using an Evaluation Criterion Matrix to Prioritize Strategic Issues

B. Describe this Action Project's goal in 100 words or fewer:

The Strategic Planning Team will develop an evaluation matrix to assist in the prioritization of operational and strategic issues for the college. The criteria for evaluation will rate action plans in terms of mission, student-centeredness, quality processes, and meeting community needs or other relevant criteria. The criterion matrix will provide a focus on the issues of highest priority and participatory development which will provide a shared understanding of the institutional priorities.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: Planning Continuous Improvement

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

The college needs a method for the prioritization of strategic issues and college ownership of the process for selecting actions. The various levels of the organization need to participate in defining the issues and selection of those having the most impact on students or the health of the college. The use of a common matrix to include decision criteria and prioritization ranking will provide a common understanding of the critical strategic issues to resolve.

E. List the organizational areas - -institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

Strategic Planning Team Executive Leadership Team Quality Councils Learning Cabinet

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

Leadership System Strategic Planning

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

Providing regular and documented reporting through: Executive Leadership Team and Strategic Planning Meetings CORE Council Planning Meetings

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

Development and use of matrix Draft and review by internal stakeholders Matrix approved by ELT and Quality Councils

I. 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:

Improved communication of strategic initiatives and action plans. An improved campus-wide consensus of the strategic issues. Improved climate survey results regarding involvement and planning

J. Other information (e.g., publicity, sponsor or champion, etc.):

Develop Evaluation Criterion and Matrix Integrate matrix into planning process Criterion matrix communicated, understood, and used by internal stakeholders

K. Project Leader and contact person:

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