UW-Stout
AQIP Process Improvement Action Plan

The following template should be used by AQIP category leaders to develop their improvement plans. This document should be submitted annually to the Chancellor's office in September. Annually, you will receive a memo from the Chancellor requesting your template.

AQIP category leaders should work with their AQIP improvement team to develop their improvement plans.

Annually in December and May, the Chancellor's office will request progress updates on all of your action items.

Instructions:
- Select the page(s) that refer to AQIP categories for which you are the lead. All other pages can be deleted.
- Review all O's and OO's from the AQIP feedback report and determine one of the following for each one:
  - o Action steps need to be implemented to address this O.
  - o Action steps do NOT need to be implemented to address this O. You'll want to select this option, for example, if the AQIP reviewers misunderstood our portfolio, or if action steps are already underway in another category or in another university action plan.
- Complete the first column of the tables:
  - o Put each O and OO that needs an action step(s) into the first column of the first chart. If you have several items in this first table, you may choose to defer some items – that is, to indicate that they need to be addressed, but will be included in your improvement plan in a future year. For items that will be deferred, list the O or OO, and in the timeline box, indicate that it will be included in an improvement plan in a future year. The rest of the columns can be left blank for deferred items.
  - o Put each O and OO that does NOT need action step(s) into the first column of the second table.

  Add additional lines as necessary to the tables.
- Complete the rest of the tables.

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Category 3: Understanding Students' and Other Stakeholders' Needs (Pam Holsinger-Fuchs)

List "O" or "OO" from AQIP feedback report that you are responding to.	Action Plan:	Responsible:	Timeline:	Key Performance Metrics:
"What problem are you addressing"	*"What has to be in order to address this O or OO?"*	*"Who are the positions or people that will be responsible for the action plan?"*	*When should the action plan be completed? MUST be specific target completion date.*	*How will you know if this action plan is successful?*
3P1e- Career services comprehensive report	The information is shared at all levels of the campus but this will be clarified and additional areas of sharing will be included.	Amy Lane-Career services	4/15/2011	Increased campus awareness
3P2C-Relationship building with all students including non-traditional and transfer students	Meetings between Student Life Services and Dean of Students to discuss additional collaboration	Joan Thomas-Phil Lyons-Scott Correll	5/1/2011	Increased retention for non-trad's/transfer
3P5b-Formal processes to maximize potential future growth and academic needs (ie military veterans)	Meetings with Admissions, Student life and Dean of Students	Pam Holsinger-Fuchs, Phil Lyons, Joan Thomas	5/15/2011	Increased numbers and satisfaction
3P6C, 3R5d, 3R5c will be addressed year two. 312b, 3R5d, 3R6c will be addressed year three.				

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Use this space to list any "O" or "OO's" from the AQIP feedback report that you do not feel need to be addressed:

List "O" or "OO" from AQIP feedback report that you are not responding to.	Why do we not need to address this item?:
3R1C	Added an extra column to show the outcomes
3R2b	This was articulated in the response memo that we do not do the survey every year so the data was not available to share.
3R2c	Not all of this data is available for us to do a comparison against other peer institutions
3R6b	Metrics were clarified in response memo.

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