

# 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:
    - Action steps need to be implemented to address this 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:
    - 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.
    - 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 4: Valuing People (Kristi Krimpelbein)

List "O" or "OO" from AQIP feedback report that you are responding to.	Action Plan:	Responsible:	Timeline:	Key Performance Metrics:
<i>"What problem are you addressing"</i>	<i>"What has to be in order to address this O or OO?"</i>	<i>"Who are the positions or people that will be responsible for the action plan?"</i>	<i>When should the action plan be completed? MUST be specific target completion date.</i>	<i>How will you know if this action plan is successful?</i>
UW-Stout has an opportunity to extend its employee orientation with more personal/relational means like mentoring.	A team will be formed to review the research on mentoring systems and make recommendation for Stout including resource needs.	HR Training & Development Coordinator	June 30, 2012	Proposal will be reviewed by Chancellor's Cabinet.
The University has an opportunity to distinguish separate philosophies and strategies for its training efforts compared to its professional development efforts.	A team will be formed to review the literature and develop separate definitions for training and for professional development as well as develop guidelines for distinguishing efforts.	HR Training & Development Coordinator	June 30, 2011	Proposal will be reviewed by Cabinet.
It is unclear how the personnel evaluation system is aligned with the academic program review process, the educational support unit process, and the training and deployment plan established in 2001. Doing so would show how UW-Stout ensures organizational productivity in the context of institutional goals.	Request will be forwarded to the Faculty Senate and Senate of Academic Staff to review and discuss this issue, making recommendation for change, as appropriate.	VC to draft charge for Chancellor.	June 30, 2011	Report will be provided.
The institution has an opportunity to interpret and draw conclusions from all the data it presents, both positive and negative.	BPA will establish this guideline as part of their analysis protocols.	Director of BPA	January 1, 2011	Reports and Analyses will reflect this

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				change.
UW-Stout has an opportunity to lead the UW System in validating the metrics used state-wide by the system for comparative purposes.	BPA and others from Stout will volunteer to serve on system-wide committees reflecting on accountability and performance indicators.	Various	Immediately	

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

<b>List “O” or “OO” from AQIP feedback report that you are not responding to.</b>	<b>Why do we not need to address this item?:</b>
While there are positive trends in the reduction of instructional workload (Fig. 4-0) and also in the faculty engagement in the 2008 Quality of Worklife survey (Fig. 4-11), it is unclear why the faculty’s Overall Satisfaction with Working on this Campus (Fig. 4-12) is not on par with other employee satisfaction data (Fig. 4-12) In addition, data from all Employee Satisfaction with Experience at UW-Stout (Fig. 4-7) does not reflect an upward trend.	The QWL survey is scheduled to be re-administered this fiscal year. Future actions should be identified after the data has been evaluated.
It is unclear how UW-Stout identifies specific credentials, skills, and values required beyond the statement that they are identified during the development of the job posting.	Writer will better define the requirements of the State Civil Service, Academic Staff, and Faculty recruitment systems.
The institution has an opportunity to identify additional screening mechanisms throughout its recruiting and selection process to better ensure that new employees possess the required credential, skills, and values.	Writer will better define the requirements of the State Civil Service, Academic Staff, and Faculty recruitment systems.
The university responds to anticipated vacancies	UW-Stout will implement Applicant Tracking

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from retirement, resignation or program attrition and has an opportunity to develop a plan to respond to vacancies through a pool of potential applicants.	System as allowed by the UW System.
UW-Stout has an opportunity to demonstrate how specific improvements made are the direct result(s) of specific (validated) analyses and their resulting conclusions.	Writer of this category needs to identify connections in the next update.
The University has an opportunity to more clearly present the data used to document results in this category and to validate the metrics it collects and analyzes.	Writer of this category should confer with BPA as part of next update process.