

# Action Project Proposal

## What is it?

An Action Project is an institutional quality improvement project with a scale that typically requires one or more years to complete. An Action Project may take place at a unit level, may be proposed by any university community member including students, and could potentially provide benefits to the entire university.

## Why propose an Action Project?

- To access the input of University peers
- To complete a needed project
- To exercise leadership in University service
- To publicize your efforts and results; projects will be listed on the University's AQIP website and with the HLC.

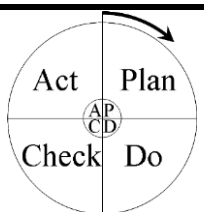
## Current or Past Southeast Action Projects:

- A list of all current and past Southeast Action Projects can be found at: <http://www.semo.edu/aqip>
- AQIP provides a searchable database of all Action Projects at: <http://apdarchive.hlcommission.org>

## Process for an Action Project:

- Submit the proposal to the AQIP Steering Committee chairperson.
- The AQIP Steering Committee will compile the proposals and direct them through the campus Action Project selection process.
- The AQIP Steering Committee chairperson will contact the proposer to verify readiness to begin the project.
- AQIP Action Projects will be submitted to HLC and updated annually.
- Each semester all Action Project teams will be invited to share their progress at an Action Project showcase with the AQIP Steering Committee and the other Action Project teams.
- Upon completion of the project, a final project summary will be submitted to the HLC.

Submitted by: \_\_\_\_\_  
Print Signature



**Plan.** Recognize an opportunity and plan a change.

**Do.** Test the change. Carry out the project.

**Check.** Review the test, analyze the results and identify what you've learned.

**Act.** Take action based on what you learned in the check step

## Describe the proposed project:

**Problem/opportunity/solution rationale statement that includes how the project follows the “PDCA”:  
*Plan, Do, Check, Act* cycle:**

**Project constraints and resources needed:**

**Who might benefit from the project?:**

**What measurements will be used to determine the goal’s achievement?:**

**Team membership (all members involved must have made a commitment to the project):**

**Which other individuals or units are involved, and have they agreed to participate?:**

**Expected completion date or expected duration of project \_\_\_\_\_**

Please attach additional pages if needed *[PDF & DOC versions]*

Please submit to Bethany Alden-Rivers, AQIP Steering Committee chair, MS3400