

The Higher Learning Commission Action Project Directory

University of St. Francis

| Project Details | | |
|-----------------|---|---------------------------|
| Title | Official University Representation in Community Organizations | Status ACTIVE |
| Category | 9-Building Collaborative Relationships | Updated |
| Timeline | | Reviewed |
| | Planned Project Kickoff 06-01-2011 | Created 07-18-2011 |
| | Target Completion 06-30-2012 | Version 1 |

1: Project Goal

A: To successfully develop an institutional process to identify official University representation in community and professional organizations.

2: Reasons For Project

A: By identifying an official representative to various community and professional organizations, the University will identify and maximize the use of its financial and human resources to these organizations.

3: Organizational Areas Affected

A: This initiative will affect all administrative and academic departments of the University. Membership and budget data will be collected from all institutional units of the University. If necessary compliance will be enforced by the appropriate Vice-President of the unit.

4: Key Organizational Process(es)

A: By identifying an official representative to community organizations, the University will identify and maximize the use of its resources – both human and financial - to these organizations. It will also help to monitor and identify potential duplication of effort and resources to these organizations.

5: Project Time Frame Rationale

A: The length of time is related to the fiscal year. The hope is to have the project completed by fiscal year end thus creating a benchmark point from which to begin measuring financial contribution each year.

6: Project Success Monitoring

A: The group plans to monitor the project through a project plan. Progress will be checked on various intervals throughout the life of the project. Inevitably this process will be institutionalized as University policy and the Executive Council will need to approve the policy for addition to the University Policy Manual. We are hopeful this action will ultimately occur due the potential of savings of both human and financial resources.

In addition, every 3 years, the AQIP Quality Improvement team assigned to the AQIP Category "Building Collaborative Relationships" team plans to collaborate with Institutional Research to survey the university community with the partnership survey completed as a component of the recently retired AQIP Action Project: "Quantify USF's current partnerships and resources expended to maintain them". This survey will serve as a check-point to monitor representation and representatives.

7: Project Outcome Measures

A: The team plans to measure the net change in financial contribution across fiscal year end budgets in the budget line item of Institutional Memberships. The team currently feels that it will be difficult to measure the net change in human resources expended; however, the team will seek to identify a quantitative amount of resources expended. In specific terms outcomes will be as follows:

- Written policies and procedures to identify memberships in community/professional organizations
- FY12 institutional membership costs vs. FY13 institutional membership costs
- A formal listing of organizations to which university faculty and staff prescribe
- Individuals/positions and departments assigned to each organization