# 2009 Action Project

**Title:** Identifying Available Data Sources at CSCC  
**Version:** 1  
**Institution:** Columbus State Community College  
**Status:** Completed  
**Submitted:** 2009-11-24  
**Category:** 7-Measuring Effectiveness

## Timeline

Planned project kickoff date: 2007-06-01  
Target completion date: 2007-12-01  
Actual completion date:

## Project Detail

### Project Goal

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

As a result of this project, the College will have a compilation of the available data resources, managed or used by CSCC employees that are accessible for decision making. By identifying existing data resources, the College takes the first step toward a greater goal of making data-informed decisions.

### Reasons For Project

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 has numerous reasons for making data-informed decisions including state funding and assessment of student learning outcomes as well as enrollment and retention. Making data-informed decisions will become the standard practice when more employees are aware of data resources and know how to access and interpret data. Taking this first step of identifying data sources currently available at the College moves the project forward. It is a logical starting point that will drive future segments of the overall project.

### Organizational Areas Affected

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

All areas of the College will be affected by this Action Project.

### Key Organizational Process(es)

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

This project will increase, improve, and enhance the College’s data-informed decision-making process for strategic planning and budgeting.

### Project Time Frame Rationale

Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion)
Six months is ample time to create and distribute a collection tool, receive information, and compile the results. The time period crosses over Summer and Autumn Quarters, giving time to develop the collection tool while the campus is quieter but distribute it and obtain results when all employees are working. The following timeline provides mileposts. June 2007 Draft collection tool July 2007 Test collection tool; make necessary changes Aug 2007 Design and prepare distribution system Sept 2007 Distribute collection tool with deadline for return Oct 2007 Distribute reminder for collection tool completion and return Nov 2007 Compile collection tool data

**Project Success Monitoring**
Describe how you plan to monitor how successfully your efforts on this Action Project are progressing

Progress on the return rate of collection tools will be posted on the College’s AQIP web site. Prompts to complete the collection tool will take the form of emails or reminder phone calls. The annual college-wide In-service Day in October will provide an opportunity for a status report.

**Project Outcome Measures**
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

Success can be monitored in three ways. First, the implementation of the project can be measured against the timeline to determine if activities were initiated as planned. The second measure is the actual percentages of collection tools completed and returned against the percentages projected for successful outcomes. Finally, the third measure is organizational coverage; did all units return information or was there a high return rate from only a few?

**Annual Update**
Project Accomplishments and Status
Describe the past year's accomplishments and the current status of this Action Project

Over the past year, the Action Project team defined key definitions, created a decision-making flowchart, and used cause and effect diagrams to determine the next steps in improving college data collection processes. Additionally, the team designed a collection tool that would standardize a process and set a baseline of current data and information used at the college. The team implemented a data gathering process in one division of the college and is currently in the process of collecting data from the remaining divisions. The data collected will be sorted into a Pareto chart to help the college better visualize the sources of data and information resources used. The team will report to the campus June 2009.

**Institution Involvement**
Describe how the institution involved people in work on this Action Project

The formulation of the project involved over 50 people from a variety of departments and levels within the college through a series of conversations. The project was defined by an iterative process which included external feedback from other AQIP institutions and AQIP/HLC staff. The Action Project results were shaped by faculty, staff and administrators from five different departments and four divisions of the college in gathering data for this project. Additionally, the seven members of the President’s cabinet and the 18 members of AQIP Steering Committee provided input.
Next Steps

Describe your planned next steps for this Action Project

Our next planned steps for this Action Project will require that we present our data collection tool to the remaining departments on campus and collect information about the data resources employees use to complete their jobs. From the information gathered, the team will compile a comprehensive data resource list, define a process to collect and maintain this list, and develop processes and measures that will establish the effectiveness of our list of these data resources. The team will also make recommendations on how to best engrat the data collection processes within the college and establish a feedback loop with other departments and/or committees on campus that are working on projects that align with this project, such as Document Management Project.

Resulting Effective Practices

Describe any "effective practice(s)" that resulted from your work on this Action Project

The most effective practice that has been adopted as a result of this project is that action project teams are not required to submit their survey questions to the college AQIP Steering Committee for review. The college AQIP Steering Committee is now ensuring that any survey type items have been reviewed and approved through the Internal Review Board, which is a separate and aligned college committee.

Project Challenges

What challenges, if any, are you still facing in regards to this Action Project

The biggest challenge facing this team going forward is scheduling presentations with the remaining departments on campus during their non-heavy student service times and staying within the project timeline. Another challenge is establishing the most effective manner to engrat the maintenance up-keep of our data resource list to ensure the items are current and relevant to the work employees perform.