

**Northern New Mexico College
AQIP COMMITTEE POLICY
SECTION 9.2**

Subject:	AQIP COMMITTEE POLICY
File Reference:	9.2
Date Approved By Board of Regents:	March 19, 2009
Replaces Policy Approved On:	N/A
Purpose:	To establish a college-wide system of continuous process improvement that addresses the college's strategic objectives, its accreditation criteria, and other emerging issues.
Policy:	It is the policy of NNMC that the President, at any time, may appoint AQIP Committees to resolve institutional issues and/or initiatives as necessary. These committees include standing committees that are long-serving, ad hoc committees that address short-term issues, and Process Improvement Teams that address interdepartmental issues.
<p>Procedures:</p> <p>The following procedures shall govern the establishment of operation of AQIP Committees at NNMC.</p> <p>Committees:</p> <p>There are three types of AQIP committees:</p> <ol style="list-style-type: none"> 1. Standing committees that continuously meet to develop long term improvements; 2. Process Improvement Teams that development improvements at the interdepartmental level; and 3. Ad Hoc committees that are chartered to deal with a single opportunity for improvement and are of short duration (6 to 12 month duration). <p>AQIP committees are not meant to supplant or replace department specific committees that deal with day-to-day operations. To assure high quality results from each committee, all committees shall employ quality tools in their operations and deliberations.</p> <p>Pursuant to Presidential assignment, each committee shall develop charters with contain the following information:</p> <ol style="list-style-type: none"> 1. Purpose-a description of the committee's purpose and/or objectives. 2. Leadership-chair, vice-chair, and secretary/recorder. 3. Membership-identification of persons appointed to serve on the committee. 4. Meeting Schedule 5. Agendas, minutes and other information relevant for the effective operation of the committees. 	

6. Timeline that includes the expected completion date of the assignment and reporting deadlines.

The President of NNMC appoints the following Standing AQIP Committees and their purposes:

Number	AQIP Committee Name	Purpose
1	President's Council	General Administration and Approval of Budgets and other Initiatives
2	AQIP Council	Committee initiative review, Pre-approval and cross departmental information sharing
3	Effective Resource Utilization Committee	Annual Budgeting Recommendations and Development of an institution-wide plan for the coordination of funding strategies.

Standing committee initiatives, objectives, or action projects may be retired upon completion. The standing committee itself then proceeds to its next highest prioritized objective or action project.

The President of NNMC appoints the following Process Improvement Teams (PIT) and their purposes:

Number	PIT Committee Name	Purpose
1	Student Services	Improve all processes offered by the Student Service Department that include interdepartmental problem solving participation
2	Business Office	Improve processes of the Business Office which operates for students, staff, faculty, and outside governing bodies.
3	Facilities	Improve the process of Facilities, Capital Projects, and the physical plant at both campuses.
4	El Rito	Improve the processes on the El Rito Campus.
5	Technologies	Improve the processes of MIS, IT Website, and Telecommunications
6	Student Learning Achievement	Improve the processes of DE, SLAC, Math Achievement, and CSL.

As a PIT completes its assigned objective or action project, it is required to report to the AQIP Council or to the President's Council before either the objective or the action project can be retired. The PIT then proceeds to its next highest prioritized objective or assigned action project.

The President may appoint Ad Hoc committees to recommendations for the immediate or short-term resolution of emerging issues. Once an ad hoc committee has completed its assigned objective, the committee may be retired and cease functioning.

The President may modify committee listings and membership as necessary.

Participation:

Participation on AQIP Committees is an honor and a privilege. Service and active participation on an AQIP Committee demonstrates the member's commitment and service to the College and is highly valued and appreciated by College.

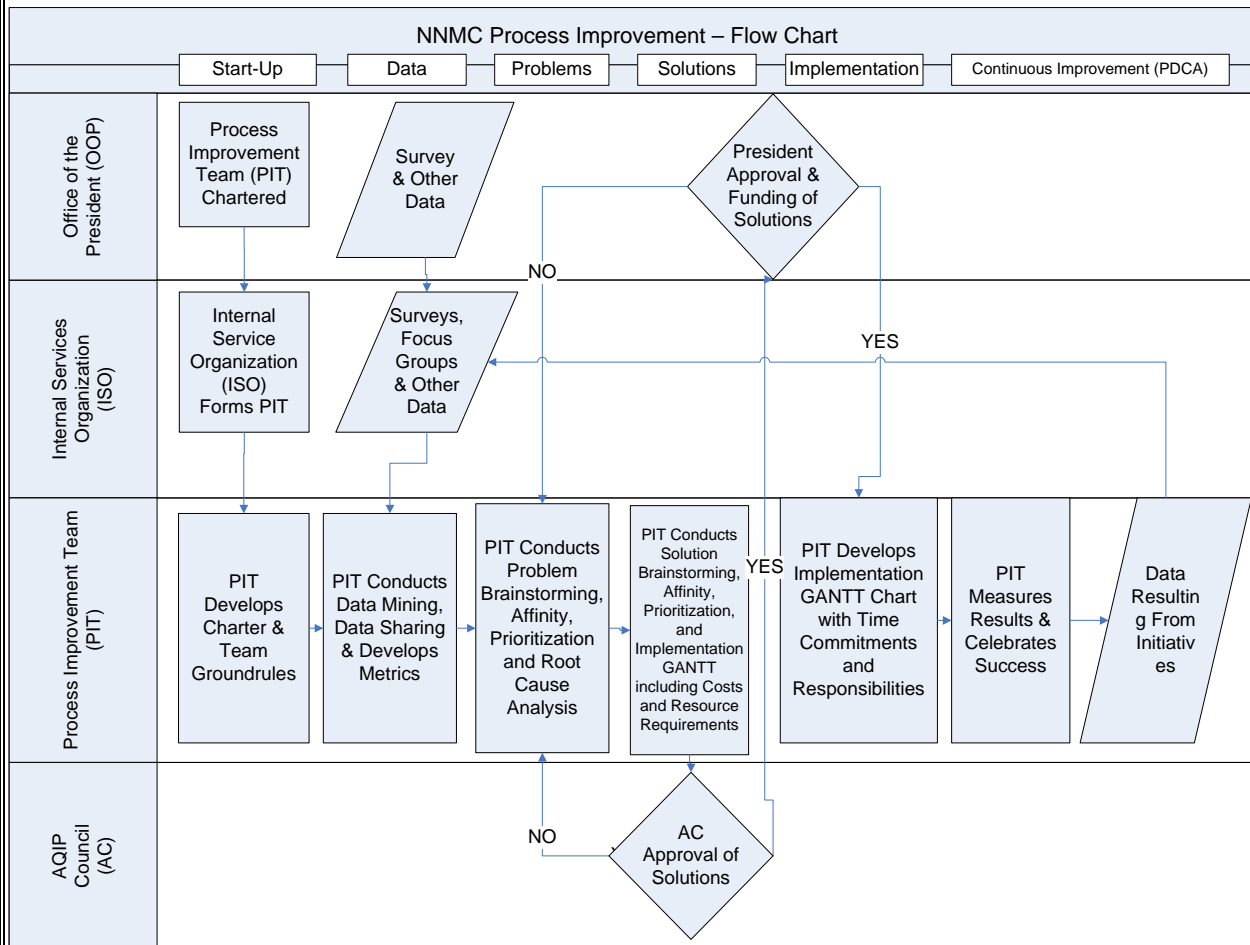
Committees shall strive for the following dynamics:

1. Membership of PIT committees shall be composed of five to seven persons.
2. Members shall include both subject matter experts and customers (users) of the services or products of the committee's function.

3. Committees shall strive for membership that includes a balance of students, faculty, and staff. This will enable a broad base for input into problem solving and to assure that each constituency's contribution is considered.
4. All committee members, **except for students***, shall be AQIP-Certified by the Office of Institutional Effectiveness prior to being able to serve on a committee.
5. Members must/shall be committed to working with and contributing to the work of the committee.

Processes:

Northern has adopted the following process improvement flow chart for addressing “opportunities for Improvement.”



Initiative Identification:

The president will assign the AQIP Committee specific initiatives or “opportunities for Improvement.” However, standing committees may also identify and prioritize opportunities for improvement either through NNMC’s annual surveys of students, faculty and staff, or from other data sources or research that the committee conducts on its own. Sources of data that are typically used to pursue “opportunities for Improvement” include but are not limited to the following:

1. Strategic Plan Objectives assigned to the committee
2. NNMC’s annual surveys of students, faculty and staff

3. Systems Portfolio
4. Other data sources or research that the committee conducts on its own

Action Project Tracking:

All AQIP Committees are required to track the following Committee information:

1. Action Projects
2. Charters
3. Agendas
4. Minutes
5. Etc.

And other activities on-line at: http://www.nnmc.edu/aqip/action_project/

AQIP Training:

It is important that all employees and students of NNMC know that NNMC is an AQIP Accredited Institution and what that entails. Similarly, it is important that employees and students who wish to serve of AQIP Committees of the College, be trained and received AQIP Certification. The Department of Institutional Effectiveness is responsible for identifying, developing and delivering AQIP training and AQIP Certification to the College Community. Said training may be provided via any of the following mediums:

1. Distance Education Classes
2. Live Scheduled Classes
3. One-day Seminar

All AQIP Classes should be offered as needed.

AQIP Orientation for New Employees and Students:

All new employees and students of NNMC are to be made aware that Northern is an AQIP Accredited Institution, and what that entails. The Department of Institutional Effectiveness is responsible for identifying, developing and delivering AQIP orientation and/or training to New Employees of the College. Said training may be provided via any of the following mediums:

1. Brochures and/or Video
2. Distance Education Classes
3. Live Scheduled Classes

Cross References:

This policy is complimented and supported by the following web-site pages:

1. [AQIP,](#)
2. [Strategic Plan,](#)
3. [Systems Portfolio,](#)
4. [Action Projects,](#)
5. [Policies and Procedures,](#)
6. [Institutional Planning](#)