

Action Project Worksheet Calumet College of St. Joseph, Whiting, IN	<i>Challenging</i>	X	<i>Easy</i>
	<i>Complex</i>	X	<i>Simple</i>
	<i>High Payoff</i>	X	<i>Low Payoff</i>
Start Date: November 10, 2008			
Completion Target Date: March 31, 2009			
Authorized by: AQIP Steering Committee			
Action Project No. 08-5: Assess the potential of the College to dramatically expand the use of online systems capabilities in order to reduce the number of paper forms now used in our various operations.			
AQIP Criterion to Which This Action Project Primarily Relates: Both <i>Supporting Institutional Operations</i> and <i>Building Collaborative Relationships</i>			
Reporting Responsibilities:			
<ul style="list-style-type: none"> ▪ Monthly meetings of the AQIP Steering Committee. ▪ Administrative Staff upon completion. 			
Assigned Tasks:			
<ul style="list-style-type: none"> ▪ Establish a task list and associated target dates. ▪ Identify and assess relevant software options to facilitate the move over time to a paperless work environment. ▪ Identify possible forms and work processes for testing, develop and conduct tests, and assess newly developed on-line strategies as needed. ▪ Develop a protocol, a list of applications, and a timetable for full implementation. ▪ Develop and deploy a strategy designed to assess the effectiveness of the initiative over time, including any cost savings or improvements in efficiency and efficacy. 			
Action Project Deliverables:			
<ul style="list-style-type: none"> ▪ A recommendation pertaining to software. ▪ A list of possible applications which would lend themselves to online processing. ▪ A written protocol for full implementation. ▪ A timetable for full implementation. ▪ An assessment of costs and benefits associated with the project. 			
Team Leader: Darren Henderson and Chuck Walz			
Team Members: Kevin Krieps			
Gina Pirtle			
Erren Tapia			
Gene Kessler			
Steve Schuelka			
Gabrielle Manson			
Where did the idea or stimulus for this project originate? Darren Henderson, the College's Institutional Researcher, and Chuck Walk, our Director of Admissions and Financial Aid, have explored this initiative informally over the course of the last several months. It appears that a potential may exists to achieve considerable financial savings while improving the overall efficiency and effectiveness of our various operations through an initiative of this kind.			

Which specific needs of your students or other external stakeholders would be better met if you accomplished this project? How? Our various operations are now paper dependent. As an institution, we have not yet taken full advantage of various systems capabilities now available to us. That being said, the workgroup charged with this project has been asked to document the pros and cons of moving further in the direction of a paperless operation.

How would doing this project allow you to better meet your employees' needs? Which, specifically? See above. To be determined.

How would accomplishing this project change or affect your institution's culture? As is noted above, our organizational culture is now paper intensive. To this extent, the move to a paperless environment could have a significant impact on our day-to-day operations.

What leadership and employee enthusiasm and support is there for doing this project now? All potentially impacted departments will be represented on the project team. This will provide ample opportunity for input as the project unfolds.