

**AQIP Project Team #1
Staff Workloads
Annual Report
September 2007**

A. Describe the past year's accomplishments and the current status of this Action Project.

1. After refining the staff team's recommendations, presented the same to the AQIP Steering Team via oral and printed reports. The Steering Team accepted the work and requested that the recommendations be presented to the Campus Planning Council.
2. The team's recommendations were presented to the Campus Planning Council. Approval was gained to forward the recommendations to the Board of Administration for their approval and implementation. That was done.
3. The team is awaiting feedback from the Board of Administration.

B. Describe how the institution involved people in work on this Action Project.

1. The recommendations incorporated findings from a campus-wide survey of the staff and research conducted by team members.
2. Team status reports were presented at an AQIP Steering Team meeting and at a Campus Planning Council meeting.

C. Describe your planned next steps for this Action Project.

1. Pending feedback from the Board of Administration, carry out any directives it issue with respect to the team's recommendations.

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

1. Increased participation of stakeholders.
2. Recommended a process that will give more staff input into the hiring practices.

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

1. The team has no authority to implement its recommendations. It is dependent upon the Board of Administration to enact or reject its recommendations, or give the team further direction.

F. If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this action project, explain your need(s) here and tell us who to contact and when?