



Academic  
Quality Improvement  
Program

The Higher Learning Commission **NCA**

# GUIDELINES FOR SELECTING STRATEGY FORUM TEAMS AND DATES

- Establish a Strategy Forum team with people drawn from groups on campus that will have responsibility for driving your institution's improvement efforts. Your team should have a minimum of six but no more than twelve people and must include your CEO (president or chancellor), a leader of your faculty, a leader of your staff, and a board member (who is not required to attend the entire Strategy Forum, see below).
- The visible involvement of campus leaders is crucial, and a successful institutional quality program is impossible without the CEO's full understanding and support. It is equally important to get the perspectives, ideas, and support of a variety of employees. Many institutions bring faculty, staff, and administrators who represent different levels and activities within their institution. The average team size has been between eight and nine at previous Forums.
- AQIP expects the governing board of an institution to understand and support its quality efforts and requires a board member to be on the Forum team. While we hope they can stay for the entire forum, we appreciate the demands on board member's time and consequently offer an abbreviated package only for board members. This plan allows them to arrive Wednesday and participate fully that evening and Thursday and then have the option of leaving Thursday evening or Friday morning. If the board member chooses this option, your team is still required to have at least six people attending the entire Forum.
- Representatives from advisory bodies, community groups, or business partners make good additions to your team if they are essential to your quality effort.
- A student who is an active member of your institution's quality council or AQIP steering group may be included, but they must be comfortable with the level and intensity of the discussions.
- All team members should possess some knowledge of systems thinking and quality principles. Materials available on the AQIP website can provide this needed background.
- Avoid choosing dates that may conflict with other events. Plan around graduation, examinations, recesses, or major professional meetings (e.g., AACJC, AAU, AASCU) that may involve your administrators, faculty, or other key campus leaders.
- Feedback from your self-assessment is essential for the Strategy Forum. Your team will need to use this feedback in its preparations and you should plan to have it available in enough time to ready yourselves for the Forum.



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- Read the Registration Form for the date of the Strategy Forum you wish to attend to get more specific information about the event, including schedules, cost, key deadlines, and other information.
- All the documents that you will need for the Strategy Forum and all other AQIP activities are located on our webpage, [www.AQIP.org](http://www.AQIP.org), in the "Downloads" section.
- Examine the documents covering the Strategy Forum, your prework assignments, and the refreshment fair to assess how much preparation time you will need to allocate before the event.

# AQIP STRATEGY FORUM DATE SELECTION FORM

**Directions:** We want you to insure that the dates you select will work for your entire Strategy Forum team. Please consider your institution's and your team's schedules and then complete and return this form as soon as possible to Neil Yoke at [nyoke@hlcommission.org](mailto:nyoke@hlcommission.org). We will respond with a confirmation of receipt and Forum date selected. If you have any questions, contact Neil at 800-621-7440 x 109.

**Today's Date:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Institution:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

### **DATES OF STRATEGY FORUMS** (All Forums are held in suburban Chicago)

Please indicate with a "1" and a "2" your first and second choices. Putting a "2" next to a date indicates that your team is available to attend that Forum in case your first choice is not available.

\_\_\_\_\_ **May 17 - 20, 2006;** (Due Date for registering your team: February 27, 2006)

\_\_\_\_\_ **October 11 - 14, 2006;** (Due Date for registering your team: July 24, 2006)

\_\_\_\_\_ **November 2006;** (Dates to be determined)

**PLEASE NOTE:** These dates are subject to confirmation with the Conference Center. We reserve the right to reschedule a Strategy Forum when conditions so require. If it becomes necessary to reschedule a Forum, you will be notified no fewer than eight weeks prior to your confirmed Strategy Forum date.