

Open Pathway Quality Initiative Proposal

Institutional Template

Instructions

The institution completes the Quality Initiative Proposal by responding to the questions in each category of the template. The institution may choose to submit a brief implementation plan or supplemental charts or graphs as appendices to the template. **Proposals should be no more than 4,500 words.**

The Quality Initiative Proposal will be accepted beginning September 1 of Year 5. It is due no later than June 1 of Year 7.

Submit the proposal as a PDF file to [hlcommission.org/upload](http://www.hlcommission.org/upload). Select “Pathways/Quality Initiative” from the list of submission options to ensure the institution’s materials are sent to the correct HLC staff member.

Submission file names should utilize the following format: QIProposal[InstitutionName][State].pdf
(e.g., QIProposalNoNameUniversityMN.pdf). The file name must include the institution’s name (or an identifiable portion thereof) and state.

The enclosed Quality Initiative Proposal represents the work that the institution will undertake to fulfill the quality improvement requirements of the Open Pathway.

Signature of Institution’s President or Chancellor Date

Printed/Typed Name and Title

Name of Institution

City and State

## Overview of the Quality Initiative

1. Provide a title and brief description of the Quality Initiative. Explain whether the initiative will begin and be completed during the Quality Initiative period or if it is part of work already in progress or will achieve a key milestone in the work of a longer initiative.

## Sufficiency of the Initiative’s Scope and Significance

1. Explain why the proposed initiative is relevant and significant for the institution.
2. Explain the intended impact of the initiative on the institution and its academic quality.

## Clarity of the Initiative’s Purpose

1. Describe the purposes and goals for the initiative.
2. Select up to three main topics that will be addressed by the initiative.

[ ]  Advising

[ ]  Assessment

[ ]  Civic Engagement

[ ]  Curriculum

[ ]  Diversity

[ ]  Engagement

[ ]  Faculty Development

[ ]  First-Year Programs

[ ]  General Education

[ ]  Leadership

[ ]  Learning Environment

[ ]  Online Learning

[ ]  Persistence and Completion

[ ]  Professional Development

[ ]  Program Development

[ ]  Program Evaluation

[ ]  Quality Improvement

[ ]  Retention

[ ]  Strategic Planning

[ ]  Student Learning

[ ]  Student Success

[ ]  Teaching/Pedagogy

[ ]  Underserved Populations

[ ]  Workforce

[ ]  Other:

1. Describe how the institution will evaluate progress, make adjustments and determine what has been accomplished.

## Evidence of Commitment to and Capacity for Accomplishing the Initiative

1. Describe the level of support for the initiative by internal or external stakeholders.
2. Identify the groups and individuals that will lead or be directly involved in implementing the initiative.
3. List the human, financial, technological and other resources that the institution has committed to this initiative.

## Appropriateness of the Timeline for the Initiative

(The institution may include a brief implementation or action plan.)

1. Describe the primary activities of the initiative and timeline for implementing them.

## Institutional Contact for Quality Initiative Proposal

Include the name(s) of the primary contact(s) for the Quality Initiative.

Name and Title:

Phone:       Email: