

Open Pathway Quality Initiative Report

Institutional Template

The institution uses the template below to complete its Quality Initiative Report. The institution may include a report it has prepared for other purposes if it addresses many of the questions below and replaces portions of the narrative in the template. This template may be used both for reports on initiatives that have been completed and for initiatives that will continue and for which this report serves as a milestone of accomplishments thus far. **The report should be no more than 6,000 words.**

Submission Instructions

The report must be submitted by June 1 of Year 9.

Submit the report as a PDF file at [hlcommission.org/upload](http://www.hlcommission.org/upload). Select “Pathways/Quality Initiatives” from the list of submission options to ensure the institution’s materials are sent to the correct HLC staff member. The file name of the report should follow this format: QIReport[InstitutionName] [State].pdf (e.g., QIProposalNoNameUniversityMN.pdf). The file name must include the institution’s name (or an identifiable portion thereof) and state.

**Date:**

**Contact Person for Report:**

**Contact Person’s Email Address:**

The enclosed Quality Initiative Report represents the work that the institution has undertaken 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

## Report Categories

### Overview of the Quality Initiative

1. Provide a one-page executive summary that describes the Quality Initiative, summarizes what was accomplished and explains any changes made to the initiative over the time period.

### Scope and Impact of the Initiative

1. Explain in more detail what was accomplished in the Quality Initiative in relation to its purposes and goals. (If applicable, explain the initiative’s hypotheses and findings.)
2. Evaluate the impact of the initiative, including any changes in processes, policies, technology, curricula, programs, student learning and success that are now in place in consequence of the initiative.
3. Explain any tools, data or other information that resulted from the work of the initiative.
4. Describe the biggest challenges and opportunities encountered in implementing the initiative.

### Commitment to and Engagement in the Quality Initiative

1. Describe the individuals and groups involved at stages throughout the initiative and their perceptions of its worth and impact.
2. Describe the most important points learned by those involved in the initiative.

### Resource Provision

1. Explain the human, financial, physical and technological resources that supported the initiative.

### Plans for the Future (or Future Milestones of a Continuing Initiative)

1. Describe plans for ongoing work related to or as a result of the initiative.
2. Describe any practices or artifacts from the initiative that other institutions might find meaningful or useful and please indicate if you would be willing to share this information.