

Continuous Quality Improvement Committee

OFFICE OF RECORD: President’s Office
RESPONSIBLE EXECUTIVE: President
EFFECTIVE DATE: 01/24/12
LAST REVISION: xx/xx/17

Policy Contents

I. REASON FOR THIS POLICY.....	1
II. STATEMENT OF POLICY.....	1
III. DEFINITIONS.....	2
IV. PROCEDURES.....	2
V. RELATED DOCUMENTS, FORMS AND TOOLS.....	2

I. REASON FOR THIS POLICY

DSU values Continuous Quality Improvement and this policy reinforces that institutional culture. Second to this, DSU is accredited by the Higher Learning Commission, a body that recognizes continuous improvement for the sake of every stake holder at the institution.

II. STATEMENT OF POLICY

The CQI Leadership Committee performs an advisory, monitoring, coordinating and regulatory role at Dakota State University in quality improvement activities. It supports and encourages the campus community to engage in quality improvement activities. The Committee's responsibilities include communicating and coordinating the campuses quality improvement efforts.

Specific duties of the committee include but are not limited to:

- Orienting faculty / staff / students to DSU’s CQI processes
 - Assisting DSU employees and students as they develop CQI projects
 - Serving as a liaison to their respective college /unit to communicate CQI information
 - Linking ideas for CQI projects with expertise that would support the projects.
 - Managing the status and publication of all CQI projects.
 - Updating CQI forms, handbooks
 - Tracking status of CQI projects
 - Managing the CQI website to ensure its currency and engaging content
 - Coordinating the publication of CQI Projects through the website and other avenues.
 - Developing recognition programs for those who participate and promote CQI activities
-

04-05-00 Continuous Quality Improvement Committee

- Coordinating the training of new and continuing employees
- Provide support for project completion recognition

III. DEFINITIONS

Not applicable.

IV. PROCEDURES

Membership

The CQI Leadership Committee will consist of the following members:

- One representative from Academic Affairs
- One representative from Athletics
- One representative from Online
- One representative from Information Technology Services
- One representative from Student Affairs
- One representative from Institutional Advancement/Marketing & Communication
- One representative from Business and Administrative Services
- One representative from Human Resources
- One faculty representative from each College
- One representative from Library
- One representative from CSA Council
- One student representative
- Director of Institutional Effectiveness & Assessment (serves as Advisor)

Terms of Service

Members will serve two-year overlapping terms and can be re-appointed.

Chair

The Committee will select leaders from among the employee groups (one each from NFE, CSA, and faculty) to serve as tri-chairs during its first meeting of the academic year. This will be handled with a simple majority vote and the seats will be held for 2 years.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Not applicable.