



## Action Project Annual Update

*Submit electronically (send this file with an email) to  
AQIP@HLCommission.org) by December 1, 2001.  
It is not necessary to send a paper copy.*

**INSTRUCTIONS:** Fill out one form for each Action Project on which you have worked this past year. (If you've completed a Project, fill out forms for both the one completed and the one which will replace it.) Each completed form should be no longer than three printed pages. Call AQIP at 800-621-7440, or email AQIP@HLCommission.org, if you have any questions.

Action Project title: \_\_\_\_\_

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

Name of Person to contact  
for additional information: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

1. In the past year, What have you accomplished on this Action Project? What is its current status?

2. How did you involve people in your institution in your work on this Action Project?

3. What are your planned next steps on this Action Project?

**4. Has your work on this Project resulted in an “effective practice” of which you are proud and that we could share with the broader higher education community? If so, describe the practice.**

**5. What challenges or problems, if any, are you still facing with regard to this Action Project?**

**If you would like to discuss the possibility of AQIP’s providing you with help to stimulate progress on this Action Project, explain your need here and tell us whom to call, and when.**