

**WHAT IS A
PROCESS?**

A PROCESS IS...

- A collection or series of individual tasks necessary to produce a product or service
- Processes are the methods by which faculty and staff complete their work—both academic and administrative. (HLC)
- A process is the series of decisive steps that an institution takes to achieve an end. (HLC)
- A process is a series of activities conducted in order to have a particular impact. (HLC)

EVERY PROCESS HAS...

- A starting point
- An end point
- Specific steps in between (activities)





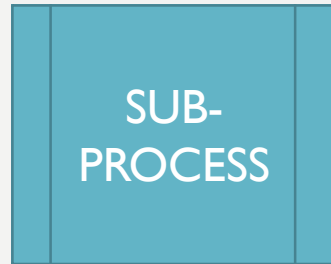
ACTIVITIES ARE NOT PROCESSES

THEY ARE PIECES OF PROCESSES

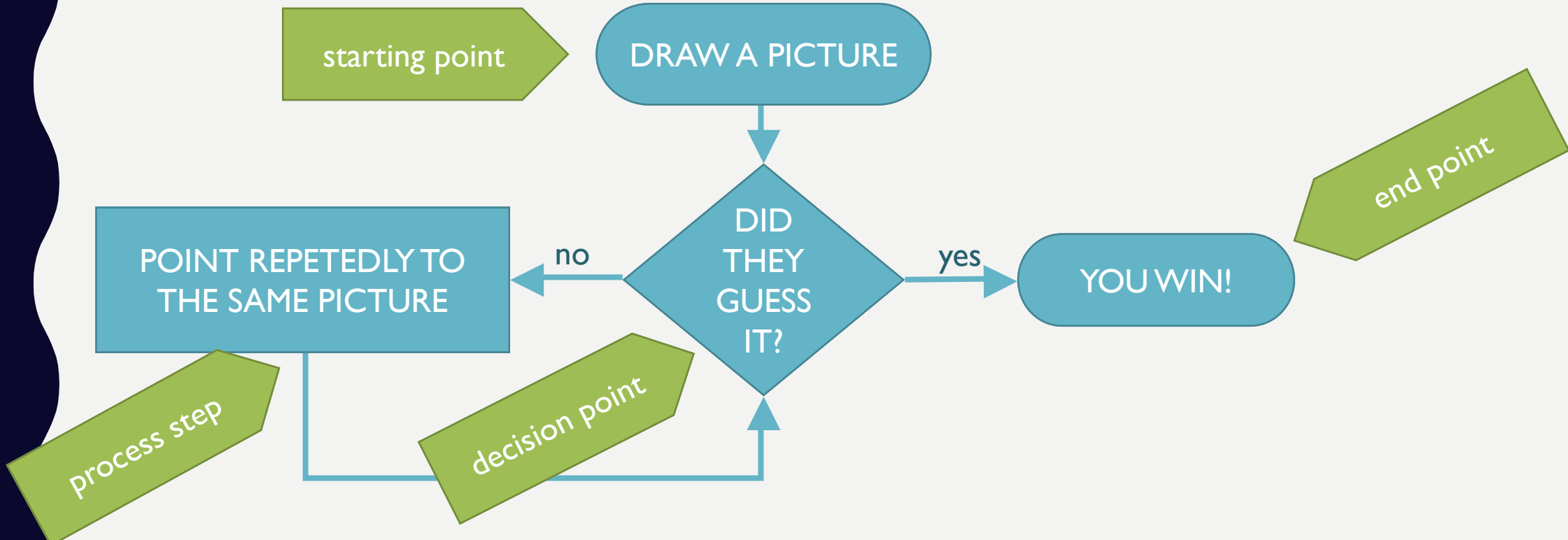


**MAPPING
PROCESSES**

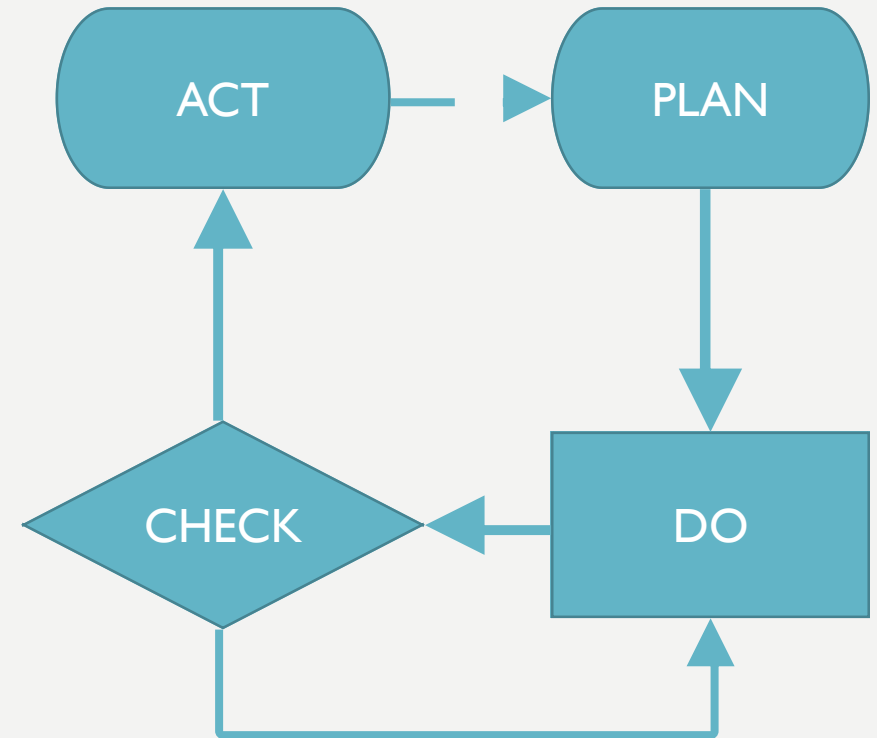
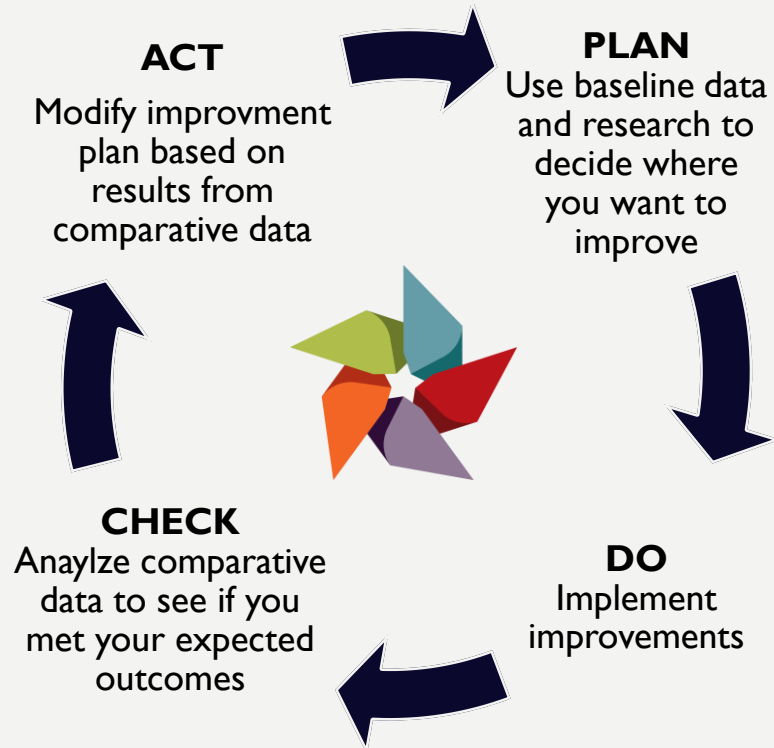
BASIC FLOWCHART SHAPES



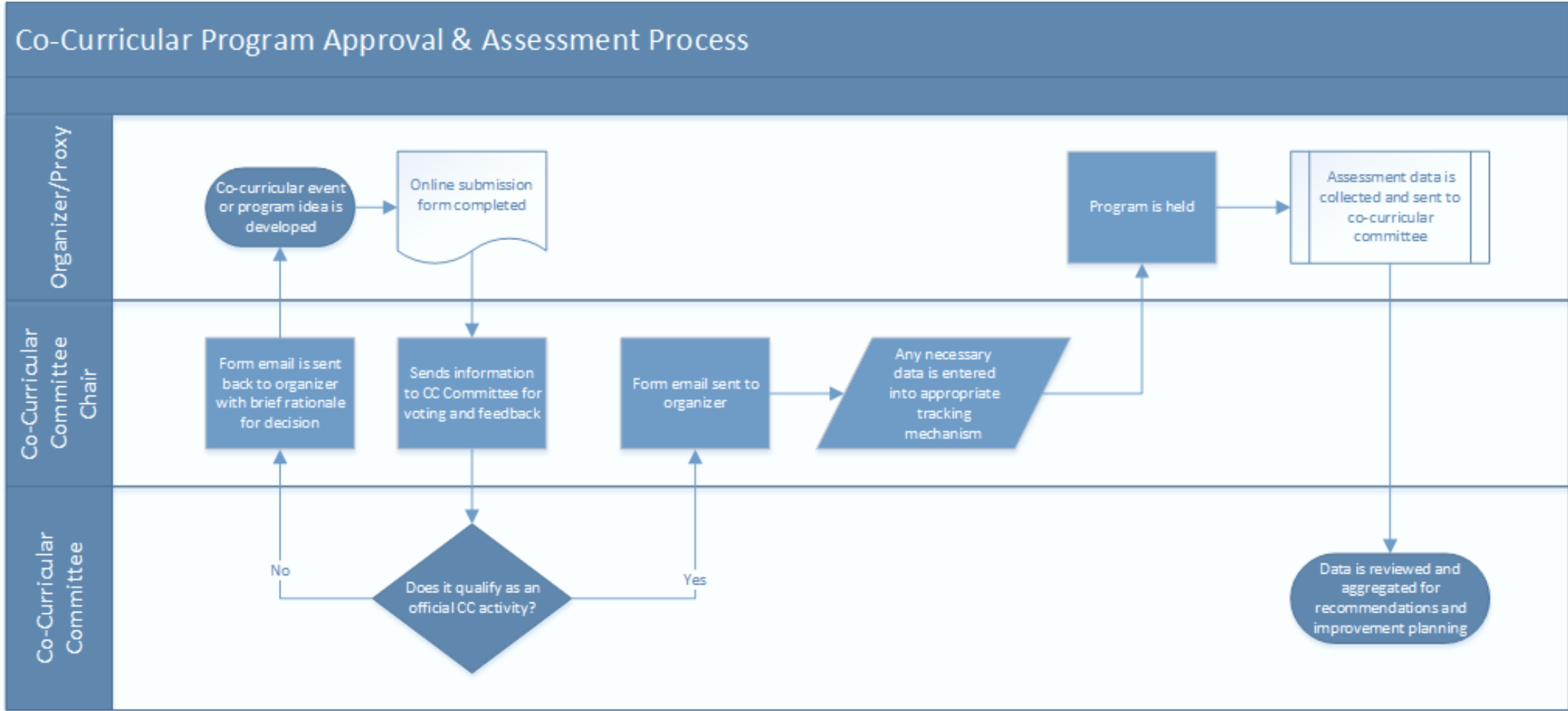
SAMPLE PROCESS: HOW TO PLAY PICTIIONARY



LEARN AS PROCESS



SAMPLE PROCESS: CO-CURRICULAR PROGRAMMING



WHY IS PROCESS IMPORTANT?

- Clear processes make it easier for new (and current) faculty and staff to understand how we operate.
- By looking closely at our processes, we can identify ways to improve them to better serve our students.
- Process mapping helps us understand our role in larger institutional work in relation to others.