## Team Charter: Midterm & Final Grade Communication

### Business Case
The documentation of learning through evaluation (grading) represents one of Illinois Central College’s primary processes. The purpose of this charter is to improve our current process for delivering midterm and final grades. Students have expressed a desire for final grades to be distributed more efficiently and employees have expressed a desire to simplify the process.

### Opportunity Statement
The opportunity in this project is to reduce staff and faculty time in processing and communicating midterm and final grades, while simultaneously decreasing errors; the end result will be an increase in employee and student satisfaction, as well as increases in efficiencies.

### Goal Statement
Illinois Central College’s current midterm and final grade processes create two kinds of pain for the college: in terms of midterm grade value and final grade costs. The primary goal of this project is to improve the processes for midterm and final grade distribution—to get grades accurately, entered effectively, and communicated efficiently.

### Project Scope
**Starting Point:** Published deadlines for midterm and grades.

**Ending Point:** When midterm and final grades become available to students
- Midterm: printed report by request
- Final: printed and mailed to student

**Out of Scope:** Electronic submission of class rosters, a required college grade book system, midterm attendance rosters.

### Project Plan Timeline

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### Team Members
1. **Guy Goodman,** Director of Admissions & Records and Project Owner
2. **Cindy Tanney,** Harbinger Editor
3. **Scott Dunham,** Associate Dean of Math, Science, and Engineering
4. **Emy Landers,** Enrollment Management
5. **Dorothy Dean,** Associate Professor, Business and Information Systems
6. **John Avendano,** Vice President for Academic Affairs and Project Sponsor
7. **Kip Strasma,** Black Belt