A request to commission a new team is received by the Dean of Institutional Planning and Effectiveness.

- The request is reviewed with the College President.
  - Does the President Approve the request?
    - Yes: The request is placed on the CQI Steering Committee Agenda for consideration.
    - No: Returned to requestor with explanation of non-approval.

- Is the request inter-departmental and cross-functional?
  - Yes: Returned to requestor or referred to appropriate departmental supervisor.
  - No: Is the process one that is critical to our mission and needs to be addressed now?
    - Yes: Process Team is commissioned and membership recommended.
    - No: Process is announced to Campus via email and web. Process Team concludes until appropriate time to review.

- Additional information is received.
  - Process Team sends recommendation and process details to the CQI Steering Committee for approval.
  - Process Team monitors process and reconvenes to evaluate.

- Is the process working?
  - Yes: Process Team concludes, and process is announced.
  - No: Returned to Process Team for further development.