

APPA Award for Excellence: It Takes A Village

July 22, 2017



A Journey Begins

- Established a timeline 18 months prior to the submission deadline with the executive committee for the department
- Assigned sections of the award to each of the directors and/or support team by area of expertise; gave strict deadlines and set monthly meetings to review



Getting Help

- Enlisted the help of others who had gone through the submission process
- Scheduled periodic check-in meetings with consultant to make sure we were on the right track
- Assigned one person to be the “keeper” of all papers, exhibits, documents related to the submission



Making Sense of It All

- Made everything available in a location on the server
- Used “one voice” via external editor, throughout the document to help with transitions and document flow



Showcasing the Old and New

- Embraced the history and development of the campus, from the “Old Army Base” to the new, state-of-the-art Medical Campus



Our Differences Highlighted

- Looked at the department compared to other institutions to find what made us different and then took those areas and really highlighted them
 - » Event Management, University Bookstore, Parking & Transportation, Food Services, Printing Services, and Mail Services



Our Video

