

8-Step Process Implementation/Improvement Plan (PIIP)

Electronic Form

Richland College employees use the **8-Step Process Implementation/Improvement Plan (PIIP)** to document implementation of new processes/programs and improvement of existing processes/programs.

50	PIIP Process Name: Career & Technical Advisory Committee Communication
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	Step	Responsible Party	Check Status
P a r t 1	1. <i>Anticipated Completion Date: August 2006</i>		
	2. <i>State implementation/improvement need and identify its related Strategic Planning Priority.</i> <small>The only time many advisory committee members are informed of news and issues concerning Richland College is when they attend meetings twice per year. We need to inform them more frequently of college news and issues. The purpose of the PIIP is to improve institutional effectiveness in communicating with advisory committee members.</small>		In Progress
			X Complete
	3. <i>List owner(s) of new process/program or improvement:</i> <small>Instructional Programs Office</small>	Note: Leave blank	In Progress
			X Complete
	4. <i>Identify root cause leading to this process implementation/improvement:</i> <small>Advisory committee members are usually quite interested in what goes on at Richland College and are interested in issues that impact it. We need to develop a means of communicating with them on a more frequent and comprehensive basis</small>	Note: Leave blank	In Progress
			X Complete
	5. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan.</i> <small>The Instructional Programs Office will work with the Information Services staff to produce an electronic newsletter that we will send to advisory committee members at least once per semester. The newsletter will contain news about Richland College that advisors would be interested in and issues that advisors should be aware of.</small>		In Progress
			X Complete

After you complete Part I, e-mail copies of this form to your dean or supervisor and to Fonda Vera, Institutional Research Office.

*Submitted:
August 2005
Completed:
September 2005*

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P a r t 2	6. Describe implementation/pilot approach: The first edition of the eNewsletter was distributed on July 27, 2005.		In Progress
			X Complete
	7. Report outcomes related to measures identified in Step Many testimonials were received from recipients indicating that they really like the eNewsletter and look forward to future editions.		In Progress
			X Complete
	8. Describe hard copy or electronic method(s) for disseminating results: The feedback results were reported to the Academic Council, the Community and Economic Development Council, Advisory Committee meetings, and will be included in the second edition in October 2005.		In Progress
			X Complete
	9. Evaluate and describe success of this process (Steps 1-8) This has enhanced our communications with workforce education advisory committee members who are representatives of local employers. We have also presented the success to other staff and faculty encouraging them to use the same method.		In Progress
			X Complete

After you complete Part 2, e-mail copies of this form to your dean or supervisor and to Fonda Vera, Institutional Research Office.

Submitted:
August 2005
Completed:
September 2005