

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.

PLEASE NOTE: Input information in the grey highlighted areas. Boxes expand as you type.

PIIP# 62 (to be assigned by IR/E)

PIIP Process Name: **End of Year Report**

Responsible Party: Fonda Vera

Part 1

Anticipated Completion Date: 10/31/08

Step 1. State implementation/improvement need and identify its related Strategic Planning Priority:

The Office of Planning, Research and Institutional Effectiveness will improve our process for writing the End of Year Report so that the work flows more smoothly and the report is completed more quickly.

Check Status: In Progress Complete

Step 2. List owner(s) of new process/program or improvement:

Fonda Vera, Dean of Planning and Research for Institutional Effectiveness (OPRIE)

Check Status: In Progress Complete

Step 3. Identify root cause leading to this process implementation/improvement:

During the past couple of years, it has been difficult to complete the End of Year Report because trend data and charts from previous reports have not been readily available causing re-work and mistakes.

Check Status: In Progress Complete

Step 4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:

The Coordinator of Research will assemble all charts and graphs used in the 2006-07 into one file labeled with the measurement number. This file will be shared with all OPRIE staff for use during the writing of the 2007-08 EOY. OPRIE staff and VP of Inst. Effectiveness will review the 2006-07 carefully for the purpose of identifying improvements to implement during the 2007-08 report. The Dean of OPRIE will establish a timeline for the completion of the 2007-08 EOY with specific tasks for the purpose of completing and distributing the report by December 15, 2008. We will evaluate the success of this process improvement if OPRIE staff indicate that the report production was less stressful than past years and also if the OPRIE is able to produce and post by December 15th 2008.

Check Status: In Progress Complete

NOTE: After you complete Part 1, e-mail one copy of this form to (1) your dean or supervisor and (2) Gloria Washington, Department of Institutional Research/Effectiveness.

Date Submitted: 01/14/08

Date Updated:

Date Completed: 12/08/08

Part 2

PIIP# 62 (to be assigned by IR/E)

PIIP Process Name: **End of Year Report**

Step 5. Describe implementation/pilot approach:

Dean of OPRIE worked with the Coordinator of IR to make sure that the charts, tables and graphs from 2006-07 were all located in a spreadsheet in final format, ready for updating during the completion of the 2007-08 report.

Check Status: In Progress Complete

Step 6. Report outcomes related to measures identified in Step 5:

The charts and graphs were all complete and ready for updating. The updating process went much more smoothly for 2007-08 since all the charts and graphs were easily updated and already in final format.

Check Status: In Progress Complete

Step 7. Describe hard copy or electronic method(s) for disseminating results:

Results will be disseminated electronically when the final copy of the EOY for 2007-08 is posted on the OPRIE website.

Check Status: In Progress Complete

Step 8. Evaluate and describe success of this process (Steps 1-7):

The process was successful since the process was much smoother and less stressful than in previous years, however, we will miss the posting deadline by about 2-3 weeks due to the holidays and the inability of Steve and Kay to edit the report during this time period. We will continue to use this process for the report for next year.

Check Status: In Progress Complete

NOTE: After you complete Part 2, e-mail one copy of this form to (1) your dean or supervisor and (2) Gloria Washington, Department of Institutional Research/Effectiveness.