

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.

26	PIIP Process Name: Excellence in Teaching Award
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	Step	Responsible Party	Check Status
P a r t 1	1. State implementation/improvement need and identify its related <i>Strategic Planning Priority</i>. Since the Excellence in Teaching (EIT) award now includes four different awards and since several different workgroups are involved in the nominating and selection process, a more coordinated effort is needed to aid in communication and to be sure the four awards are handled in an equitable manner. The Strategic Planning Priority is to ensure employee success.	Jean Conway, Sarah Gardenhire	In Progress
			X Complete
	2. List owner(s) of new process/program or improvement: Jean Conway, Sarah Gardenhire, Melinda Weaver, Luke Barber, Fred Newbury, Susan Barkley	Note: Leave blank	In Progress
			X Complete
	3. Identify root cause leading to this process implementation/improvement: The confusion that resulted from the 2004-2005 EIT award process caused the President and the VPSL to determine that a new, coordinated process should be implemented.	Note: Leave blank	In Progress
			X Complete
	4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan. An EIT Taskforce was appointed to revamp the process. The new process is being piloted Spring, 2004. The process will be evaluated through review by the Faculty Association, the CE workgroup, the Academic Council, and the Adjunct Faculty Office		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.

Date Submitted:
1/30/04
Updated: 6/29/04
Completed:
9/14/04

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P a r t 2	<p>5. Describe implementation/pilot approach:</p> <p>The new EIT process was implemented during the 2003-2004 academic year. During that time, it was reviewed by the Faculty Association, the CE workgroup, the Academic Council, and the Adjunct Faculty office. During the summer, the original EIT Taskforce will use the input from these groups as well as from the Selection Committee to refine the process prior to the next year's implementation.</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">In Progress</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">Complete</td> </tr> </table>	<input type="checkbox"/>	In Progress	<input checked="" type="checkbox"/>	Complete
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	<p>6. Report outcomes related to measures identified in Step 4:</p> <p>The new EIT process was reviewed in July 2004 by the EIT Steering Committee. The procedures and timeline were improved based on recommendations from the EIT Selection Committee and EIT Steering Committee. The improved procedure will be implemented in the 2004-2005 academic year.</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">In Progress</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">Complete</td> </tr> </table>	<input type="checkbox"/>	In Progress	<input checked="" type="checkbox"/>	Complete
	<input type="checkbox"/>	In Progress					
	<input checked="" type="checkbox"/>	Complete					
	<p>7. Describe method(s) for disseminating results:</p> <p>T-Ducks in a Row e-mail to RLC; Academic Council meeting notes</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">In Progress</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">Complete</td> </tr> </table>	<input type="checkbox"/>	In Progress	<input checked="" type="checkbox"/>	Complete
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<input checked="" type="checkbox"/>	Complete						
<p>8. Evaluate and describe success of this process (Steps 1-7)</p> <p>The Excellence In Teaching award was successful this year based on all feedback. However, the Excellence In Teaching Committee recommended further improvements, which the Steering Committee approved. This year nominees will be required to provide: a statement of teaching philosophy, a letter of support from a recent immediate supervisor, and a summary of the most recent Survey of Instruction. In addition to the required documentation nominees will be encouraged to submit letters/emails of support from students and colleagues (not to exceed 3 each).</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">In Progress</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">Complete</td> </tr> </table>	<input type="checkbox"/>	In Progress	<input checked="" type="checkbox"/>	Complete	
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