

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.

PIIP Process Name: Faculty Advising

	Step	Responsible Party	Check Status
P a r t 1	1. State implementation/improvement need and identify its related <i>Strategic Planning Priority</i>. Involve full-time faculty in the advising process during the week before classes start. Strategic planning Priority - Student Success	Tony Summers, Donna Walker, Fred Newbury, Jean Conway	In Progress
			X Complete
	2. List owner(s) of new process/program or improvement: Faculty, Tony summers, Donna Walker	Note: Leave blank	In Progress
			X Complete
	3. Identify root cause leading to this process implementation/improvement: Faculty wanted more involvement with students during registration. They wanted to be able to advise students and give information specific to their disciplines.	Note: Leave blank	In Progress
			X Complete
	4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan. A faculty advising area in El Paso hallway should be designated. Students will gather there and will wait until their number is announced as next to be served before moving to the Registration queue in Thunderduck Hall. While students wait in the El Paso hallway, they can confer with faculty stationed along the hallway or can go to the cafeteria for food or drink. Budget implications include \$1,200 to hire part time workers to keep the numbering system updated. Evaluation will occur through a student survey provided on the back of the registration documents.	Fred Newbury, full-time faculty, Tony Summers, Donna Walker	In Progress
			X Complete

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

Date Submitted:
1/2/04
Updated: 3/15/04

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		Step	Responsible Party	Check Status
P a r t 2	<p><i>5. Describe implementation/pilot approach:</i></p> <p>While students wait to be served by Registration advisors, they will be able to confer with faculty who are at tables in El Paso hallway. Faculty will be able to advise with faculty who are at tables in El Paso hallway. Faculty will be able to advise students regarding their specific courses or discipline. This system not only allows for faculty guidance as students prepare to register, but it provides students with a more relaxed and friendly place to wait to be served by the Registration advisors. Students will know when they should move to Thunderduck Hall for registration by watching a sign at three different locations, El Paso hallway, near the cafeteria, and in the Thunderduck Hall lobby, showing "numbers now being served."</p>	<p>Tony Summers, Donna Walker, Fred Newbury, Jean Conway</p>		In Progress
			X	Complete
	<p><i>6. Report outcomes related to measures identified in Step 4:</i></p> <p>Although the numbering system was used for spring 2004 registration, students were unwilling to leave the advising area in Thunderduck Hall. The faculty were relocated on the third day of registration to Thunderduck Hall. Post registration comments indicate the need for faculty to have other options which would provide them with an opportunity to work directly with students in either an advising and service capacity. Even though students did not leave the general advising area, they did indicate they like knowing their "place" in line. Advisors also prefer to call students by a number and then ask the students to pronounce their names.</p>			In Progress
			X	Complete
	<p><i>7. Describe method(s) for disseminating results:</i></p> <p>The results were shared with everyone attending the post registration meeting, Academic Council, the Student Development Council and at general advisor meetings.</p>			In Progress
			X	Complete
	<p><i>8. Evaluate and describe success of this process (Steps 1-7)</i></p> <p>The process did provide faculty with the opportunity to talk with students prior to registration, but the number of students moving from the advising center to the faculty tables was very limited. The numbering system will be used in future semesters to help students determine their "place" in line. Providing faculty with other meaningful options to work with students will continue to evolve with input from the faculty. Tables for faculty will be relocated to Thunderduck Hall.</p>			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.

Date Submitted:
 1/2/04
 Updated: 3/15/04