

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.

36	PIIP Process Name: IP Curriculum Revision Process
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	Step	Responsible Party	Check Status
P a r t 1	1. <i>Anticipated Completion Date:</i> September 2005		
	2. <i>State implementation/improvement need and identify its related Strategic Planning Priority.</i> The Strategic Planning Priority related to this PIIP is Institutional Effectiveness - Improve efficiency and effectiveness of college functions - with regard to external regulatory requirements.	Instructional Programs (IP) office	In Progress
			X Complete
	3. <i>List owner(s) of new process/program or improvement:</i> The Instructional Programs (IP) Office - Brent Kesterson & BeLinda Benson	Note: Leave blank	In Progress
			X Complete
	4. <i>Identify root cause leading to this process implementation/improvement:</i> The problem stems from a very complex DCCCD curriculum revision process which has largely been managed in a reactive mode that led to confusion and missed deadlines.	Note: Leave blank	In Progress
			X Complete
	5. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:</i> The IP Office has clarified the complex, interactive, DCCCD curriculum revision process by drafting flowcharts that graphically break the process into smaller and more understandable sub-processes. Then spreadsheets based on the flow charts were drafted to help proactively identify and track specific actions required, who is responsible, and when each action is due.	Instructional Programs (IP) 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:
10/08/04
Completed:
September 2005*

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	Step	Responsible Party	Check Status
P a r t 2	6. <i>Describe implementation/pilot approach:</i> The IP Office sent spreadsheets to curriculum committee chairs specifically identifying their required actions.	Instructional Programs (IP) office	<input type="checkbox"/> In Progress
			<input checked="" type="checkbox"/> Complete
	7. <i>Report outcomes related to measures identified in Step 4:</i> As a result, all curriculum revision deadlines were met on time.		<input type="checkbox"/> In Progress
		<input checked="" type="checkbox"/> Complete	
	8. <i>Describe method(s) for disseminating results:</i> The IP Office reported results to VPSL.		<input type="checkbox"/> In Progress
		<input checked="" type="checkbox"/> Complete	
	9. <i>Evaluate and describe success of this process (Steps 1-7)</i> Due to the availability of spreadsheets for curriculum committee chair persons that specifically identified their required actions and due dates, no curriculum revision deadlines were missed.		<input type="checkbox"/> In Progress
		<input checked="" type="checkbox"/> 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:
10/08/04
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