

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.

21	PIIP Process Name: Adelante
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	Step	Responsible Party	Check Status
P a r t 1	1. <i>Projected Completion Date: May 2005</i>		
	2. <i>State implementation/improvement need and identify its related Strategic Planning Priority.</i> To assist the growing numbers of Hispanic, lower-income, and immigrant students afford and use the services and educational opportunities offered at Richland College.	Donna Walker, Elva Perez	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete
	3. <i>List owner(s) of new process/program or improvement:</i> Pablo Pascal and David Henry	Note: Leave blank	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete
	4. <i>Identify root cause leading to this process implementation/improvement:</i> There is a growing Hispanic population that would like to improve their English skills and eventually earn an associate's degree. However, many do not know how to navigate the education system and/or do not qualify for traditional forms of financial aid.	Note: Leave blank	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete
	5. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:</i> (1) Adelante will enroll and maintain 75 eligible students in the Adelante program during each academic year; (2) 100% of Adelante Students will get advisement services as it pertains to class scheduling and/or transferring to senior institutions; (3) 100% of eligible students in Adelante will receive financial aid; (4) 100% of 75 students will receive a personalized educational plan, curriculum planner and/or degree plan by the end of the first semester of the program; (5) 70% of the 75 students active in the program during the fall or spring semester will be retained through the subsequent fall semester through completing course work and educational goal achievement;(6) 85% of the Adelante cohort will be retained during the semester in which they are registered (in-course retention).	Donna Walker, Elva Perez	<input type="checkbox"/> In Progress <input checked="" type="checkbox"/> 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:
1/26/04
Completed:
5/30/05

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P a r t 2	<p><i>6. Describe implementation/pilot approach:</i></p> <p>1. Using Susan Garza's list of Adelante students, contact listed students and make appointments with them to discuss each individual case. Also continue to see Spanish-speaking students that come to the Multicultural Center to determine eligibility for Adelante. Work with Continuing Education to refer all eligible students to us. Maintain regular contact with students throughout year using contact files and CARLOS database.</p> <p>2. Assist students with enrollment, ESOL placement process, and corresponding TSI testing needs.</p> <p>3. Ensure proper and timely paperwork is done with their Financial Aid, scholarship and Texas Grant applications. Determine each student's eligibility for Adelante funds based on their financial need, academic performance and resident status.</p> <p>4. Provide students academic and certificate degree plans and career counseling.</p> <p>5. Require students to check in regularly with updates on academic progress and provide guidance as necessary.</p> <p>6. An important component of the success of Adelante students has been to provide them with the big picture of career advancement. Adelante provides students with Spanish-language seminars on popular programs such as Teacher Preparation and Healthcare. Similar forums are also organized to better understand the Financial Aid application process and to improve Financial Aid compliance.</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px;"></td> <td style="text-align: center;">In Progress</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">Complete</td> </tr> </table>		In Progress	X	Complete
		In Progress					
	X	Complete					
	<p><i>7. Report outcomes related to measures identified in Step 4:</i></p> <p>Adelante continues to assist students in obtaining various forms of financial aid and has initiated Spanish-language New Student Orientation sessions.</p> <p><u>These are ongoing strategies.</u></p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px;"></td> <td style="text-align: center;">In Progress</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">Complete</td> </tr> </table>		In Progress	X	Complete
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	<p><i>8. Describe method(s) for disseminating results:</i></p> <p>The Adelante database is updated with new information as it is received. The database contains student information and student academic progress.</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px;"></td> <td style="text-align: center;">In Progress</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">Complete</td> </tr> </table>		In Progress	X	Complete
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	<p><i>9. Evaluate and describe success of this process (Steps 1-8)</i></p> <p>The PIIP, as stated, is complete. The Adelante Program, is a continuing effort, incorporating elements of financial aid assistance, students recruitment and retention, academic advising and other student centered endeavors. On-going program adjustments will be identified and conducted through college-established evaluation tools.</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px;"></td> <td style="text-align: center;">In Progress</td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">Complete</td> </tr> </table>		In Progress	X	Complete
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