

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.

| | |
|-----------|---|
| 53 | PIIP Process Name: Financial Aid Appeal Committee |
|-----------|---|

| | Step | Responsible Party | Check Status | |
|---------------------------|---|-------------------|--------------|-------------|
| P a r t 1 | 1. <i>Anticipated Completion Date: On going</i> | Financial Aid | ✓ | |
| | 2. <i>State implementation/improvement need and identify its related Strategic Planning Priority. Develop a program that identifies students that need assistance to be successful with their academics Goal # 2.</i> | Financial Aid | ✓ | In Progress |
| | | | ✓ | Complete |
| | 3. <i>List owner(s) of new process/program or improvement: Financial Aid</i> | Note: Leave blank | ✓ | In Progress |
| | | | ✓ | Complete |
| | 4. <i>Identify root cause leading to this process implementation/improvement: Students not meeting SAP for Financial Aid and being on FA Suspension, numerous students have repeated suspension.</i> | Note: Leave blank | ✓ | In Progress |
| | | | ✓ | Complete |
| | 5. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan: Develop committee to review appeal, create student success plan and monitor student progress toward graduation/transfer.</i> | Appeal committee | ✓ | In Progress |
| | | | ✓ | Complete |

After you complete Part I, e-mail copies of this form to your dean or supervisor and to Gloria Washington, Institutional Research Office.

Date Submitted:
7/2006
Completed:
9/2006

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| 53 | PIIP Process Name: |
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| | Step | Responsible Party | Check Status |
|---------------------------|--|-------------------|---------------|
| P a r t 2 | <p><i>6. Describe implementation/pilot approach: Once SAP is run, Student will be notified. If student appeal is approved, student will meet with academic advisor to implement student success plan.</i></p> | Appeal committee | ✓ In Progress |
| | | | ✓ Complete |
| | <p><i>7. Report outcomes related to measures identified in Step 5: counselors met with students, block were put on records to prevent student from enrolling. FA was withheld for upcoming semester until student completed process</i></p> | | ✓ In Progress |
| | | | ✓ Complete |
| | <p><i>8. Describe hard copy or electronic method(s) for disseminating results: spreadsheet was created to monitor progress Sent out to VP.</i></p> | | ✓ In Progress |
| | | | ✓ Complete |
| | <p><i>9. Evaluate and describe success of this process (Steps 1-8) Overall program went well. There was challenges with paperwork flow and have created process to have advisors complete paperwork and deliver to FAO. The FA will scan all documents at our front counter. This will eliminate paperwork flow problem. Another challenge we over came was students getting awards and enrolling before finalizing the Plan for Success. (PSS) We decided that we would not award the student until the entire paperwork process was finished. This give incentive to the students and the advisors to ensure the process is complete.</i></p> | | ✓ In Progress |
| | | | ✓ Complete |

After you complete Part 2, e-mail copies of this form to your dean or supervisor and to Gloria Washington, Institutional Research Office.

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7/2006
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9/2006