

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: Ask Me

| | Step | Responsible Party | Check Status |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------------------------------------------------|
| P a r t 1 | 1. <i>State implementation/improvement need and identify its related Strategic Planning Priority.</i> Student Success (Institutional Effectiveness) | Melinda Weaver Tim Shane | <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete |
| | 2. <i>List owner(s) of new process/program or improvement:</i> Melinda Weaver, Tim Shane | Note: Leave blank | <input type="checkbox"/> In Progress <input type="checkbox"/> Complete |
| | 3. <i>Identify root cause leading to this process implementation/improvement:</i> Confused or lost students on the first day of classes. | Note: Leave blank | <input type="checkbox"/> In Progress <input checked="" type="checkbox"/> Complete |
| | 4. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:</i> Organize and staff ASK ME tables at three key locations with the aid of Council for Teaching and Learning, SPAR, PI, and CE. | | <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

Date Submitted:
12/3/2003

Updated: 2/24/04

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| P a r t 2 | <p><i>5. Describe implementation/pilot approach:</i></p> <p>Several e-mails were sent out asking for volunteers. Tables were set up in the breezeways (or inside) and at SPAR. Maps, schedules, rooms and student group information were available at the tables. Students from student groups were also available to assist students.</p> | | In Progress |
| | | | X Complete |
| | <p><i>6. Report outcomes related to measures identified in Step 4:</i></p> <p>The project was successful and will be used at the beginning of each semester including summer session. We still need more volunteers to cover all hours scheduled, but we had at least one person stationed at all times.</p> | | In Progress |
| | | | X Complete |
| | <p><i>7. Describe method(s) for disseminating results:</i></p> <p>Students were asked and they responded. They did appreciate the extra effort to assist them in finding their way around the campus. We will continue to get feedback from students each semester and ask what else would be helpful.</p> | | In Progress |
| | | | X Complete |
| | <p><i>8. Evaluate and describe success of this process (Steps 1-7)</i></p> <p>The Ask Me tables are very successful and will be a permanent process in our future. I would like to see more people volunteer. It is a rewarding experience, earns Thunderwater credit and helps our students.</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.

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