

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: BTEC

		Step	Responsible Party	Check Status	
P a r t 1	1. <i>State implementation/improvement need and identify its related Strategic Planning Priority.</i> When Thunderduck Hall opened, the Business and Technical Education Center (BTEC) was too far from all the other advising functions for students, especially those new to Richland, to make the trek between the two areas. Within a week, it became apparent we had to do something to help students get the advising service they needed to enter technical programs. (Student Success)		Donna Walker, Mike Ross		In Progress
				X	Complete
	2. <i>List owner(s) of new process/program or improvement:</i> David Canine, Mike Ross, Marcia Hines-Parrish and other members of the BTEC staff, Donna Walker and the Advising Center staff		Note: Leave blank		In Progress
				X	Complete
	3. <i>Identify root cause leading to this process implementation/improvement:</i> Physical separation of college Advising Center and the BTEC Center		Note: Leave blank		In Progress
				X	Complete
	4. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan.</i> Split the advising functions of BTEC from the career placement functions and move the advisors to the Advising Center in Thunderduck Hall. The placement Center can then be moved to the area at the end of El Paso Hall nearest Thunderduck Hall where it will be more visible to students moving through that walkway area. It can be expanded to provide more comprehensive career placement services, including career planning and job preparation classes. This then frees the current BTEC area in El Paso for a variety of possible uses.		David Canine, Mike Ross, Donna Walker, Marcia Hines-Parrish		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:
4/4/03

Updated: 3/15/04

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P a r t 2	<p><i>5. Describe implementation/pilot approach:</i></p> <p>BTEC advisors have been moved to Thunderduck hall and integrated with the general advisors. By utilizing the CARLOS database as a sign-in sheet TEC-OC students and general/transfer students are tracked and advised by appropriate advisors. CARLOS continues to track/capture specific program information for the Business and Professions faculty and program coordinators. Wait lists have been continued on an as-needed basis.</p>		In Progress
			X Complete
	<p><i>6. Report outcomes related to measures identified in Step 4:</i></p> <p>The outcome has provided a smoother admissions, registration, and advising process for students. In addition, having all advisors in one location has improved communication between advisors. This transition has helped to close the gap that had formed between the two advising centers and has allowed for information and ideas to flow more freely.</p>		In Progress
			X Complete
	<p><i>7. Describe method(s) for disseminating results:</i></p> <p>The results will be shared in various meetings and through reports like this one. Lines of communication will be kept open and feedback from all involved will be encouraged.</p>		In Progress
			X Complete
	<p><i>8. Evaluate and describe success of this process (Steps 1-7)</i></p> <p>So far this process has been a great success. The students are better served by having Admissions, Advising, and the Business Office all in one building. Also, by combining the BTEC and the general advising centers, the strengths of both have merged to form a very knowledgeable, efficient, student-oriented environment.</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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