

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: Disability Services

P a r t 1	Step	Responsible Party	Check Status	
	1. <i>State implementation/improvement need and identify its related Strategic Planning Priority.</i> To inform faculty/staff/administrators about disability-related issues through training	Disability Services Office staff		In Progress
			X	Complete
	2. <i>List owner(s) of new process/program or improvement:</i> Deb Yoder, Director	Note: Leave blank		In Progress
			X	Complete
	3. <i>Identify root cause leading to this process implementation/improvement:</i> General lack of awareness about disability law, responsibilities, etc.	Note: Leave blank		In Progress
X			Complete	
4. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan.</i> Use intercultural Awareness Training series to train, distribute evaluation forms, budget costs would be minimal.			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:
 3/27/2003
Completed:
 7/30/04

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PIIP Process Name: Disability Services

	Step	Responsible Party	Check Status
P a r t 2	5. Describe implementation/pilot approach: Train using a disability simulation exercise and show a video about different disability groups. Follow up with a discussion. Training begins 8/18/03.	Disability Services Office Staff	In Progress
			X Complete
	6. Report outcomes related to measures identified in Step 4: Composite mean of 4.45 on a scale of 1 - 5: where 1 = poor and 5 = excellent. N = 166		In Progress
			X Complete
	7. Describe method(s) for disseminating results: Share information with TOLI, PCAB and DSO staff		In Progress
			X Complete
	8. Evaluate and describe success of this process (Steps 1-7) Knowledge of subject increased from 3.5 to 4.6 (prior/post training).		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.

Date Submitted:
3/37/03
 Completed:
 7/30/2004