

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: Enrollment Planning and Management Resources

	Step	Responsible Party	Check Status
P a r t 1	<p>1. State implementation/improvement need and identify its related <i>Strategic Planning Priority</i>.</p> <p>Develop a holistic approach to improve our method of scheduling classes through structured collaboration of room usage, budget management, and revenue generation in order to meet dynamic instructional needs.</p>	Ron Clark, Sarah Gardenhire, Fred Newbury, Jean Conway, Janet James, Terri Delaune, Fonda Vera, Cindy Berry, Mehrdad Haroutunian, Donna Walker	In Progress
			X Complete
	<p>2. List owner(s) of new process/program or improvement:</p> <p>The Enrollment Management Team members include: Ron Clark, Fonda Vera, Terri Delaune, Sarah Gardenhire, Jean Conway, Mehrdad Haroutunian, Janet James, Cindy Berry, Fred Newbury, Donna Walker</p>	Note: Leave blank	In Progress
			X Complete
	<p>3. Identify root cause leading to this process implementation/improvement:</p> <p>Students' instructional needs were not consistently being met, college resources were under-utilized, an inability to plan effectively for personnel, programs, budget revenue and facilities.</p>	Note: Leave blank	In Progress
			X Complete
	<p>4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan.</p> <p>Steve will create an Enrollment Management Team that consists of the individuals listed in Step 2. The purpose of this team will be to develop a holistic process for scheduling classes through a structured collaboration of room usage, budget management, and revenue generation in order to meet dynamic instructional needs. The budget implications are that more effective use of current budget resources will result in increased revenue generation. Evaluation will consist of data analysis focusing on fewer cancelled classes, increased room utilization, increased closed classes, more accurate budget knowledge of availability of funds for added/cancelled classes, and increased student retention.</p>	Ron Clark, Sarah Gardenhire, Fred Newbury, Jean Conway, Janet James, Terri Delaune, Fonda Vera, Cindy Berry, Mehrdad Haroutunian, Donna Walker	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:
9/12/03

Updated: 3/15/04

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	Step	Responsible Party	Check Status
P a r t 2	<p>5. Describe implementation/pilot approach:</p> <p>Implementation will require: 1) an analysis of classroom usage (matching classroom size and equipment with the most appropriate courses); 2) scheduling the appropriate number of active and/or blinded sections; 3) reviewing enrollment numbers for all classes throughout all registration periods; 4) reporting new course section needs; 5) activating blinded sections at the appropriate time; 6) recommending class cancellations to the academic deans; 7) requesting funds for additional sections from the Vice President for Student Learning; 8) reviewing use of instructional funds for each semester; 9) communicating additional textbook needs to the bookstores; and 9) communicating with academic deans on availability of adjunct instructors.</p>	<p>The primary team membership would consist of Ron Clark, Sarah Gardenhire, Fred Newbury, Jean Conway, Janet James, Terri Delaune, Fonda Vera, Cindy Berry Mehrdad Haroutunian, and Donna Walker. Academic deans and/or program coordinators would be ad hoc members.</p>	In Progress
	X		Complete
	<p>6. Report outcomes related to measures identified in Step 4:</p> <p>For fall 2003 54% of scheduled classes were within 90% of the room capacity, 71% were within 80% of the room capacity, 79% were within 70% of the room capacity. In matching desired enrollment against actual enrollment, 68% of classes had 70% enrollment, 60% of classes had 80% enrollment and 48% of classes had 90% enrollment. In addition, sections were activated on an as needed basis which enabled student to register for their desired class. Bookstores were notified of the additional sections.</p>		In Progress
	X		Complete
	<p>7. Describe method(s) for disseminating results:</p> <p>The results were shared with the Enrollment Planning and Management Resource team, Academic Council and the President's Cabinet.</p>		In Progress
	X		Complete
	<p>8. Evaluate and describe success of this process (Steps 1-7)</p> <p>The Enrollment Planning and Management Resource Team provided the necessary data analysis to improve Richland's efficiency in offering, scheduling and assigning rooms to classes. The data reported in item 6 support the continuation of the team. For future semesters, the pilot will expand to include all academic deans and if appropriate, program coordinators.</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.

Date Submitted:
9/12/03

Updated: 3/15/04