

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: HSCR-Rising Star

	Step	Responsible Party	Check Status
P a r t 1	1. State implementation/improvement need and identify its related Strategic Planning Priority. To produce an orientation video tape of eleven (11) departments for the Rising Star Program. The departments are as follows: Career Dept, Physical Education, SOAR, Adult Resources, Working Wonders, Connections Center, Campus Safety, HDEV, ESL, Financial Aid, SPAR.	Donna Crenshaw Nickerson Rising Star Coordinator	<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete
	2. List owner(s) of new process/program or improvement: Donna Crenshaw Nickerson	Note: Leave blank	<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete
	3. Identify root cause leading to this process implementation/improvement: It was becoming time consuming for each department to give a live 5-10 minute program overview presentation.	Note: Leave blank	<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete
	4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan: The resolve will be to save time during orientation. Previously, representatives had to wait their turn to present a 5-10 minute overview. This video will prevent time wasted. Students will be asked to complete an evaluation for feedback. The video filming costs will be covered by the LeCroy Center		<input type="checkbox"/> Pending
			<input type="checkbox"/> Ongoing
			<input checked="" type="checkbox"/> Complete

After you complete Part I, submit copies of this form to your dean or supervisor and to the Institutional Effectiveness office.

Date Submitted:

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Part 2	5. Describe implementation/pilot approach: Contacted each department for agreement to film video. Coordinated time slots for each rep, informed reps of best attire to wear, and informed reps of best materials to use - should be good for next three years.	Donna Crenshaw Nickerson Rising Star Coordinator	Pending
			Ongoing
			X
	6. Report outcomes related to measures identified in Step 4: Orientation process was smoother with video because we did not have 11-13 employees waiting for their turn to speak to students. Students did complete an evaluation with a good overall rating for video presentation. The cost of the video was covered by the LeCroy Center.		Pending
			Ongoing
			X
	7. Describe method(s) for disseminating results: A student evaluation feedback report was e-mailed to all departments involved with orientation video.		Pending
			Ongoing
			X
	8. Evaluate and describe success of this process (Steps 1-7) The coordination, scheduling, and cooperation of this project was a success from all departments. The LeCroy Center staff performed a superb job of video film recording and adjustments when necessary. The student feedback evaluations indicated the highest scores for the video presentation.		Pending
			Ongoing
			X

After you complete Part 2, submit copies of this form to your dean or supervisor and to the Institutional Effectiveness office.

Date Submitted:

11/20/2003