

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.

43	PIIP Process Name: PCAB/ThunderTeam Meeting Structure		
P a r t 1	Step	Responsible Party	Check Status
	1. <i>Anticipated Completion Date:</i> May 30, 2005	Cindy Castañeda, Janet James, PCAB/TT	
	2. <i>State implementation/improvement need and identify its related Strategic Planning Priority.</i> To achieve a more efficient and effective meeting structure for PCAB/TT with timely information sharing to the college: Institutional Effectiveness		In Progress
		Cindy Castañeda, Janet James, PCAB/TT	✓ Complete
	3. <i>List owner(s) of new process/program or improvement:</i> PCAB/TT members	Note: Leave blank	In Progress
			✓ Complete
	4. <i>Identify root cause leading to this process implementation/improvement:</i> Lack of clarity regarding how strategic, tactical, consent, information, and reaction items are assigned to full PCAB or TT meetings created inefficiencies in time spent at PCAB/TT meetings. There is a need to formalize the TT meeting structure and membership; the frequency, scope, and composition of PCAB; and to ensure information dissemination to the college.	Note: Leave blank	In Progress
			✓ Complete
5. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:</i> <ul style="list-style-type: none"> ■ Initiate formal agendas for TT meetings ■ Restructure meeting calendar to have PCAB meet monthly, TT weekly, KPI/QEP monthly with PCAB, and conference calls weekly ■ Restructure PCAB/TT meetings to more effectively and efficiently utilize participants' time and to have the needed parties present ■ Initiate minutes for TT meetings ■ Review and revise PCAB/TT mission statement ■ Use new District CCAB format for minutes ■ Appoint Cindy Castañeda to be minute taker for TT meetings and to assist Janet James with agenda preparation ■ Develop an executive session to include only P, VPs, Business Services and Human Resources Deans ■ Disseminate minutes of TT meetings to college ■ Evaluate effectiveness of change 		In Progress	
	Cindy Castañeda Janet James PCAB/TT	✓ 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
2/8/2005
Completed:
May 2005

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	Step	Responsible Party	Check Status
P a r t 2	6. <i>Describe implementation/pilot approach:</i> <ul style="list-style-type: none"> ■ Initiate formal agendas for TT meetings (May 2004) ■ Restructure meeting calendar to have PCAB meet monthly, TT weekly, KPI/QEP monthly with PCAB, and conference calls weekly (Sept. 2004) ■ Restructure PCAB/TT meetings to more effectively and efficiently utilize participants' time and to have the needed parties present (Sept. 2004) ■ Initiate minutes for TT meetings (Jan. 2005) ■ Review and revise PCAB/TT mission statement (Jan. 2005) ■ Use new District CCAB format for minutes (Jan. 2005) ■ Appoint Cindy Castañeda to be minute taker for TT meetings and to assist Janet James with agenda preparation (Jan. 2005) ■ Develop an executive session to include only P, VPs, Business and Human Resources Deans (Jan. 2005) ■ Disseminate minutes of TT meetings to college (Feb. 2005) ■ Evaluate effectiveness of change (In progress) 	Cindy Castañeda Janet James PCAB/TT	In Progress
	✓		Complete
	7. <i>Report outcomes related to measures identified in Step 5.</i> <ul style="list-style-type: none"> ■ Agendas are available electronically and in hard copy prior to each Tteam Meeting. ■ Minutes are distributed regularly in an electronic format to the campus ■ PCAB meetings are shorter and more focused 		In Progress
	✓	Complete	
	8. <i>Describe hard copy or electronic method(s) for disseminating results:</i> Item in <i>ThunderBridge</i> describing the results.		In Progress
	✓	Complete	

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	<p>9. <i>Evaluate and describe success of this process (Steps 1-8)</i></p> <ul style="list-style-type: none"> ■ Format agendas with published minutes assure that discussion items are not overlooked. Individual columns identify the decision/action/date and outcome to assist in follow-up of items. ■ Assignment of SPP/Goals for each item allows for analysis of how meeting time is spent by TTeam. ■ Composition of TTeam ensures cross functional perspectives on major college decisions and in weekly monitoring of the budget. ■ Dissemination of TTEam minutes to the campus aids in communications and adds clarity to the role of TTeam. ■ PCAB meetings are shorter, with more conference calls and fewer in-person meetings. 		In Progress
		✓	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
2/8/2005
Date Completed:
May 2005***