

**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.

**PLEASE NOTE: Input information in the grey highlighted areas. Boxes expand as you type.**

PIIP# 67 (to be assigned by IR/E)

PIIP Process Name: QEP TOLI participant intake

**Responsible Party: TOLI**

**Part 1**

**Anticipated Completion Date:** 7/1/09

**Step 1. State implementation/improvement need and identify its related Strategic Planning Priority:**  
The collecting of QEP participant names and hours in order for employees to be current with their TOLI core hours.

Check Status:  In Progress  Complete

**Step 2. List owner(s) of new process/program or improvement:**  
Nancy Kammerer, Marisa Patlan, and Tacia Dillard

Check Status:  In Progress  Complete

**Step 3. Identify root cause leading to this process implementation/improvement:**  
TOLI/RLC has never implemented a process for collecting QEP participation for input into Colleague.

Check Status:  In Progress  Complete

**Step 4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:**

Have all employees, who are in charge of their departmental QEP, register their employees who have participated using the TOLI electronic registration form, located on the TOLI website. TOLI will email RLC with directions and the link to the registration form at the end of April each year. All employees must be registered by Mid May. This will allow TOLI time to input the information by late May.

Check Status:  In Progress  Complete

**NOTE: After you complete Part 1, e-mail one copy of this form to (1) your dean or supervisor and (2) Gloria Washington, Department of Institutional Research/Effectiveness.**

Date Submitted: 10/1/08      Date Updated:      Date Completed:

# Part 2

PIIP# 67 (to be assigned by IR/E)

PIIP Process Name: QEP TOLI Participant Intake

**Step 5. Describe implementation/pilot approach:**

Check Status:  In Progress  Complete

**Step 6. Report outcomes related to measures identified in Step 5:**

Check Status:  In Progress  Complete

**Step 7. Describe hard copy or electronic method(s) for disseminating results:**

Check Status:  In Progress  Complete

**Step 8. Evaluate and describe success of this process (Steps 1-7):**

Check Status:  In Progress  Complete

---

**NOTE: After you complete Part 2, e-mail one copy of this form to (1) your dean or supervisor and (2) Gloria Washington, Department of Institutional Research/Effectiveness.**