

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: Credit Program Review

P a r t 1	Step	Responsible Party	Check Status
	<p><i>1. State implementation/improvement need and identify its related Strategic Planning Priority.</i></p> <p>Revised criteria for instructional program review is needed. This improvement is related to the Strategic Planning Priority of Institutional Effectiveness.</p>	Academic Council & Dean, Planning and Research	In Progress
			X Complete
	<p><i>2. List owner(s) of new process/program or improvement:</i></p> <p>The Academic Council and the Dean, Planning and Research, own this improvement.</p>	Note: Leave blank	In Progress
			X Complete
<p><i>3. Identify root cause leading to this process implementation/improvement:</i></p> <p>The criteria previously used to evaluate the effectiveness and health of an instructional program included adding points for cost effectiveness due to increased use of adjunct faculty. This criterion, while providing interesting information, tended to skew the results of the evaluation. In addition, the deans believed that narrowing the criteria to three major categories simplified the process.</p>	Note: Leave blank	In Progress	
		X Complete	
<p><i>4. Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:</i></p> <p>The solution is to have a sub-committee of Academic Council members in consultation with the Dean, Planning and Research, research program effectiveness measures and bring their findings to the Academic Council as a whole where revised criteria can be discussed and approved. This revised model will be evaluated through Academic Council's and KPI monitoring of program scores. There are no budget implications.</p>	Academic Council & Dean, Planning and Research	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: 4/4/03

Updated: 1/5/04

Revised and Completed: 4/30/04

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	Step	Responsible Party	Check Status
P a r t 2	5. Describe implementation/pilot approach: The revised Instructional Program Review model will be pilot tested in Spring, 2004.	Academic Council & Dean, Planning and Research	In Progress
			X Complete
	6. Report outcomes related to measures identified in Step 4: The Academic Council members will review program scores. Those that fall below 60% will be noted and plans developed to address deficiencies. These scores will also be monitored by the KPI review team.	Academic Council & Dean, Planning and Research	In Progress
			X Complete
	7. Describe method(s) for disseminating results: Results are shared with Academic Council members and the KPI review team. Subsequently, program coordinators and faculty will be apprised of the program review results.	Academic Council & Dean, Planning and Research	In Progress
			X Complete
	8. Evaluate and describe success of this process (Steps 1-7) A revised model was developed and presented to the Academic Council and range of tolerance were established. Data were collected and evaluated for the first pilot run of the revised model and it was successful.	Academic Council & Dean, Planning and Research	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: 4/4/03
Updated: 1/5/04
Revised and Completed: 4/30/04***