

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: Program Review- 2nd Revision			
	Step	Responsible Party	Check Status
P a r t 1	1. <i>Anticipated Completion Date: Fall 2005</i>		
	2. <i>State implementation/improvement need and identify its related Strategic Planning Priority</i> Academic Council has identified a need to further improve the accuracy of program review results by providing a more meaningful context for program review data including revising the criteria, weighting, and allocation of data. SPP 4 Improve Effectiveness of College Functions.	Academic Council	In Progress
			X Complete
	3. <i>List owner(s) of new process/program or improvement:</i> Academic Council	Note: Leave blank	In Progress
			X Complete
	4. <i>Identify root cause leading to this process implementation/improvement:</i> After a major revision to the program review process in AY 2003-2004 the Academic Council was not completely satisfied with the results. Specifically, Academic Council identified a need to modify the program review criteria, weighting, and allocation of data.	Note: Leave blank	In Progress
			X Complete
	5. <i>Develop proposed solution, including measurement/evaluation plans and budget implications/business plan:</i> Proposed solution: Meet with Fonda to refine the criteria, categories, weights, and allocation of data. Also request that trend data be added. Create an opportunity for a response document. Evaluation: Conduct a pre- and post- satisfaction survey to be administered to Deans and Program Coordinators. The instrument will include items addressing: usefulness and accuracy of the criteria and their weighting in reflecting enrollment trends.	Academic Council	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.

**Submitted:
February 2005
Completed:
February 2006**

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	Step	Responsible Party	Check Status	
Part 2	<p>6. <i>Describe implementation/pilot approach:</i></p> <p>A subcommittee of Academic Council developed some modifications in the measures and weights used in Program Review that was proposed and approved by Academic Council. The revised process was used during the Fall of 2005.</p>	Academic Council	In Progress	
	X		Complete	
	<p>7. <i>Report outcomes related to measures identified in Step</i></p> <p>See attached survey results.</p>	Cindy Castañeda	In Progress	
	X		Complete	
	<p>8. <i>Describe hard copy or electronic method(s) for disseminating results:</i></p> <p>The results will be presented to Academic Council and shared with ThunderTeam.</p>	Cindy Castañeda & Conway	Jean	In Progress
	X		Complete	
	<p>9. <i>Evaluate and describe success of this process (Steps 1-8)</i></p> <p>100% of respondents were satisfied with the program review metrics while 75% of respondents indicated that the revised metrics were an improvement over last year. 100% were either satisfied or very satisfied that they had an opportunity to ask for clarification or corrections on the data. Suggestions for further improvements were also made and will be considered.</p>	Cindy Castañeda & Conway	Jean	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.

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