

## Best Practice Process

**Question:** Who should use the *Best Practice Process* form and for what purpose?

**Answer:** RLC employees use this form to document external *best practice* benchmarking. Benchmarking includes researching exemplary practices of external institutions, discussing internal application of these practices with RLC faculty and staff, and planning for the budget implications of instituting the practices.

**Step 1 :** Complete #'s 1 - 7 and submit this document electronically to Gloria Washington in the Department of Institutional Research and Effectiveness for RLC Thunder Team's review and approval and posting on the Intranet.

**Step 2:** After approval, you will receive this document to complete #'s 8 - 11.

**Step 3:** After you complete #'s 8 – 11, please resubmit electronically to Gloria Washington.

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

**1. Briefly describe the *best practice*: Honors classes are designed for students who enjoy active participation in the classroom. Instructors are discussion leaders and group facilitator more often than lecturers. Honors classes are smaller to encourage student involvement. Formats may include seminars, team-taught classes, accelerated courses, interdisciplinary courses, and courses with honors components. Honors Program at Richland College**

**2. How was this best practice identified (select all that apply)?**

- a. participation in a local, state, or national conference
- b. participation in the National Community College Benchmark Process (NCCBP)
- c. networking opportunity
- d. professional reading
- e. participation in consortia
- f. environmental scanning

**3. What is the rationale for benchmarking this best practice (select all that apply)?**

- a. low performance to KPI target at RLC
- b. NCCBP comparison relative standing
- c. environmental scanning
- d. other: specify

**4. Identify the institution(s) to be benchmarked: San Diego Community College District and Miami Dade College - The Honors College ( Collegiate High School)**

**5. Will site visits be necessary? Yes  No**

**6. If yes, estimate the cost of the site visit? 2500.00**

**7. Estimate the timeline for completion of the research: study to be completed by end of Spring semester 2007**

(STOP at this point and submit to Gloria Washington ... see STEP 1 above)

**8. Identify the groups with whom you have discussed incorporation of the best practice:**

**9. What is your final recommendation (choose one)?**

- a. Adopt the best practice at Richland College.
- b. Adopt the best practice with revisions.
- c. Delay adoption while further research is conducted (estimated date: )
- d. Do not adopt this best practice.

**10. Briefly explain your decision:**

**11. SPP Goal: (select all that apply).**

- Goal #1: Identify and Meet Community Educational Needs
- Goal #2: Enable All Students to Succeed
- Goal #3: Enable All Employees to Succeed
- Goal #4: Improve Efficiency and Effectiveness of College Programs and Operations

***Date:***

***Process Owner:*** Carole Lester